

Pre-Retirement Reduction in Time Base (PRTB)

Frequently Asked Questions

What is PRTB?

The Pre-Retirement Reduction in Time Base program (FERP) is a program that allows eligible faculty to reduce their time base prior to retirement.

Who is eligible to participate in PRTB? Are lecturers and coaches eligible for PRTB?

According to Article 30.1 of the Collective Bargaining Agreement, the program is available only to tenured faculty. Lecturers and Coaches are not eligible for the Faculty Early Retirement Program.

PRTB is available to tenured faculty, librarians, and counselors who meet the following criteria:

- 1) The faculty member is at least 55 years of age and no more than 65 years of age at the time of requested entry into PRTB.
- 2) The faculty member has at least ten (10) years of full-time employment in the CSU, and the five (5) years of service immediately preceding the effective date of the PRTB must have been continuous full-time employment.

How long may I participate in PRTB?

Faculty may participate in PRTB for a maximum of five (5) consecutive academic/fiscal years in the program.

Do I need to receive approval to enter this program? Are there any deadlines that must be met?

Yes. A faculty member wishing to participate in the PRTB program, must request entry into the program from the President (or designee) in writing at least six (6) months prior to the beginning of the academic or fiscal year in which participation is to commence.

What happens if I miss the deadline date for notifying the President in writing but I still want to participated in PRTB?

Article 30.1(a) states that the President (or designee) may waive the required six (6) month period for the written request. However, they are not required to do so. Granting of waivers will be judged on the merits of each case. Please contact Academic Personnel Services at aps.humboldt.edu as soon as possible.

How am I notified that my PRTB request was approved?

After you provide the President (or designee) with written request, prior to the six-month deadline, the President (or designee) will acknowledge your request and provide you with an appointment letter indicating the terms of the reduction in time base.

What are my options for reducing my time base through PRTB?

You may reduce your time base to two-thirds ($2/3$), one-half ($1/2$), or one-third ($1/3$) of full-time for the academic year or fiscal year. The reduction is determined on the basis of the academic or fiscal year. For example, a participant on a $1/2$ assignment may work full-time for one semester or half time for the academic year, depending on the needs of the campus. The President (or designee) shall provide PRTB participants with an appointment letter indicating the terms of the reduction in time base.

What are my normal duties while participating in the PRTB program?

Faculty members in the PRTB program are tenured faculty and expected to perform their normal responsibilities, duties, and activities pro rata. This includes collateral duties.

Can I still participate in the Faculty Early Retirement Program if I participate in PRTB?

Yes. You could work full-time one semester. However, if you sought to work both semesters, you could only work half of the time base you were working in PRTB at the time of retirement. For example, if you were .50 in the PRTB program, you could work full-time one semester or .25 both semesters under FERP.

Can I change the time base of my PRTB employment?

Yes. You may request a change in your time base and every effort will be made to accommodate your request. However, due to programmatic needs, the Department Chair and Dean may not be able to recommend approval of your request to the President (or designee). Whenever possible, requests for a change in the time base should be made at least one semester prior to the academic year in which you wish to make the change. Changes will normally become effective at the beginning of an academic year.

Please email aps@humboldt.edu to initiate a change of time base request.

Can I return to full-time after participating in PRTB?

Generally, no. Once a faculty unit employee is authorized to participate in PRTB, the faculty member may not revoke the reduced time base and return to full-time employment unless approved by the President (or designee). A PRTB participant who completes the maximum five (5) years and does not elect a service retirement may continue employment as a tenured part-time faculty member outside of the PRTB program.

May I be employed for summer session?

Yes.

Can I accept additional employment while participating in PRTB?

Yes. Per CBA article 30.10, the time base of a PRTB participant shall be considered full-time for the purpose of restrictions on additional employment as provided in Article 36, Additional Employment. The CSU additional employment policy limiting total employment to 125% of full-time applies.

May I work on grants while participating in PRTB?

Yes. PRTB participants can have a portion of their regular work be supported by buy-outs from grants and contracts.

May I take a leave of absence without pay while on PRTB?

Yes.

How does PRTB impact sick leave?

Sick leave is accrued on a pro-rata basis.

Am I eligible for sabbatical or leaves with pay (other than sick leave) while participating in PRTB?

No. PRTB participants shall not be eligible for sabbatical leaves or leaves with pay.

What will my salary be while participating in PRTB?

A participant's annual salary is pro-rated according to the averaged time base for the year and paid in twelve (12) equal monthly payments per year. If a participant receives a salary rate increase, fails to meet his/her employment commitment, leaves the program mid-year, or is granted a leave without pay, salary adjustments or repayment of an overpayment may be required.

How does participating in PRTB impact my benefits and retirement contributions?

PERS deductions are based on the employee's full-time rate of pay. Social Security contributions are based on actual salary earned. Health, dental and other benefits available to full-time faculty unit employees are available on the same basis to PRTB participants. Sick leave is accrued on a pro rata basis. Vacation accrual for 10-month and 12-month participants is pro rata.

Who do I contact for additional retirement related questions?

Visit the CalPERS web site <http://www.calpers.ca.gov>. Contact CalPERS if you are uncertain of your retirement eligibility at (888) 225-7377.