



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Retirement Procedure	DF – IV	2	08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
[Insert Board Policy Section]	[Insert Board Policy Title]	[Insert Board Policy Number]	08/26/2025

**Employee Initiated Retirement** An employee planning to retire should submit a written notice of his or her intention to retire to the immediate supervisor at least 90 days prior to the effective date of retirement. Faculty should submit written notice at the beginning of the final semester of instruction.

**Teacher Retirement System of Texas** Employees who are members of TRS must coordinate all retirement plans with TRS officials. Such plans should begin at least 90 days prior to the date of retirement. All forms required for TRS retirement must be secured by the retiring employee.

**Optional Retirement Program** Employees who are members of an ORP plan must coordinate all retirement plans with the agent of record for the annuity plan. Such plans should begin at least 90 days prior to the date of retirement. All forms required for ORP retirement must be secured by the retiring employee.

**Continuation of Group Medical Program** Employees who meet the definition of "retired employee" as found in the Texas State College and University Employees Uniform Insurance Benefits Program may be eligible to continue their group medical program. Current regulations require retired employees to enroll within 30 days of their retirement date. Costs of the program will be determined by the Employees Retirement System of Texas Group Benefits Advisory Committee (Texas Insurance Code Annuity, Article 3.50-2, Section 4(h)). Certain dependents of retired employees also may be eligible to participate in the program. Retiring personnel should seek details of the program prior to their retirement.

**Part-Time Employment After Retirement** Retired employees are eligible to be considered for employment at the College in available part-time positions. The number of hours and/or courses one could work/teach is determined by the TRS. Generally TRS provisions set the limit as follows:



- on a one-half time or less basis--year round; or
- on a full-time basis--6 months or less; or
- as a substitute at no more than the college's daily substitute pay rate for as many as 120 days during a school year.