



a New Day for Federal Service

Entering Phased Retirement

September 29, 2014

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Upcoming Events

- Wednesday, November 5th – 2014
Virtual Federal Benefits Seminar
<http://registration.golearnportal.org>
- Tuesday, October 21 Phased
Retirement webcast

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More information

- Benefits Officers Network

<http://apps.opm.gov/abo/>


- Phased retirement information

<http://www.opm.gov/retirement-services/phased-retirement/>

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What is published?

- Employment as Phased Retiree (Guidance)
- Update 67 of GPPA
- Guide to Personnel Data File Edits
- BAL 14-108 PR Employee FAQ
- BAL 14-109 PR Instructions for Personnel and Payroll
- BAL 14-307 PR Instructions for Payroll

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What will be published soon?

- BAL 14-110 Instructions for Processing Phased Retirement Actions of Personnel and Payroll Offices
- Two insurance BALs on FEHB and FEGLI
- Further updates to GPAA including release of Chapter 27 Phased Employment/Phased Retirement

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What will be published soon?

- Phased Employment/Phased Retirement Status Elections (SF 3116)
- Retirement application instruction pamphlets for entering phased retirement SF 2825 for CSRS and SF 3117 for FERS
- Retirement application instruction pamphlets SF 2826 for CSRS and SF 3118 for FERS

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Questions?

- During the presentation please send all questions to: Benefits@opm.gov
 - Subject line: Entering Phased Retirement
- We' ll respond individually to any we do not get to during the webcast

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Agenda

- What is Phased Retirement
- Eligibility
- How it works
- Agency Planning
- Labor and Employee Relations
- Pay, Leave, and Work Schedules
- Mentoring

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When Will Phased Retirement Start?

- Regulations published August 8, 2014
- Effective date established set by regulations, 90 days after OPM publishes final regulations
- Agencies can begin using Phased Retirement on and after November 6, 2014

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Who is Eligible to Participate in Phased Retirement?

- Must have been full-time employee for at least 3 years prior to entry in Phased Retirement
- Must be eligible for immediate retirement under specific provisions:
 - CSRS: Age 55 with 30 years of service, or age 60 with 20 years
 - FERS: MRA with 30 years of service, or age 60 with 20 years of service

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What Employees Are Excluded From Phased Retirement?

- Law Enforcement Officers, Fire Fighters, Air Traffic Controllers, Nuclear Materials Couriers, Capitol Police and Supreme Court Police and some Customs and Border Protection (CBP) Officers subject to mandatory retirement provisions
 - CBP Officers employed before 7/6/08 and who are exempt from mandatory separation provisions are **not** excluded

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What Employees Are Excluded From Phased Retirement?

- Special work schedules that do not allow a recurring part-time schedule:
 - Fire Fighters covered by 5 USC 5545b
 - Nurses under 38 USC 7456 or 7456A

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How Does Phased Retirement Work?

- Phased Retirement is an agreement between employee and agency
- When phased retirement is elected, the employee:
 - Is partially retired and receives about half of their annuity
 - Is employed and works 50% part-time and receives half of their pay
 - 20% of their work time must be spent in mentoring activities

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Employee's Pay During Phased Retirement Status

- Employee receives half of their gross pay
- Gross pay continues to be subject to employee withholdings for FEHB, FEGLI, FEDVIP, FLTCIP, TSP, Federal and State tax, Social Security and Medicare tax, and CSRS or FERS deductions, as appropriate
 - FEHB and FEGLI premiums are the same as a full-time employee

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Employee's Annuity During Phased Retirement Status

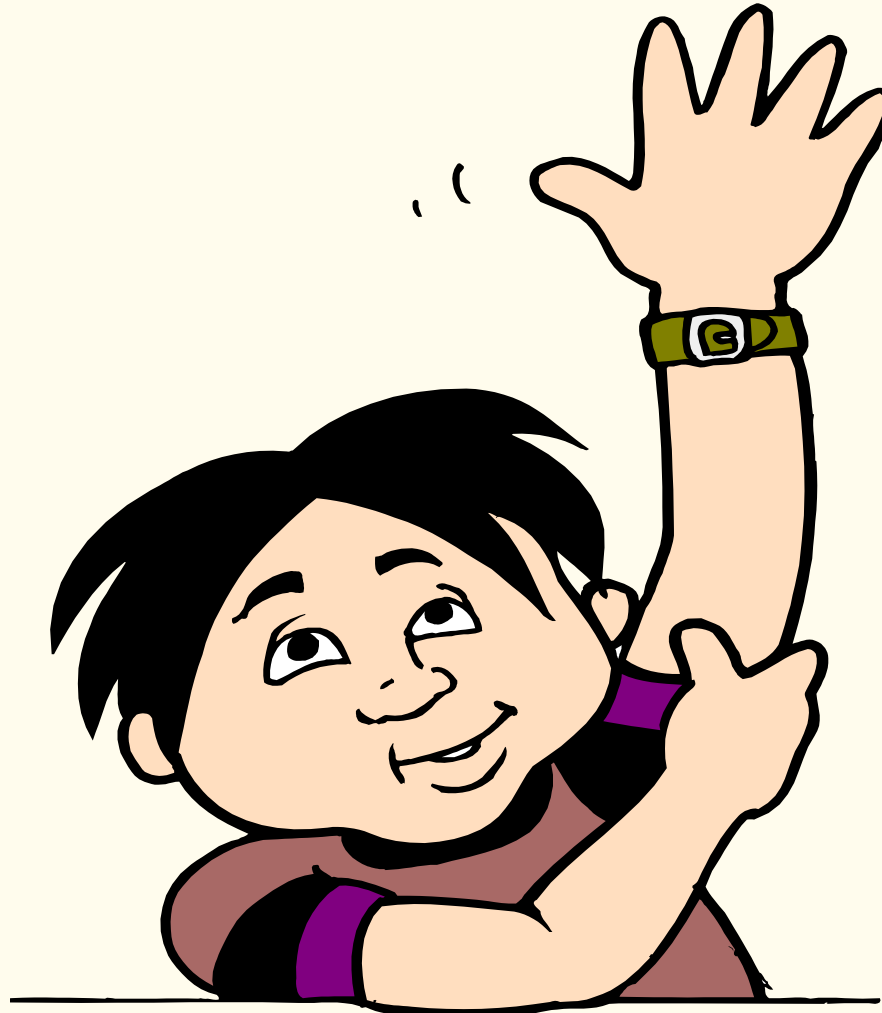
- Initial annuity computed under CSRS and FERS as if fully retired, then divided in half
 - Special computations apply
 - No sick leave credit
 - No FERS Annuity Supplement
- Deposits for military and civilian service must be paid prior to Phased Retirement
- Re/Deposits for civilian service must be paid prior to finalizing phased retirement case
- Survivor elections are not made until full retirement

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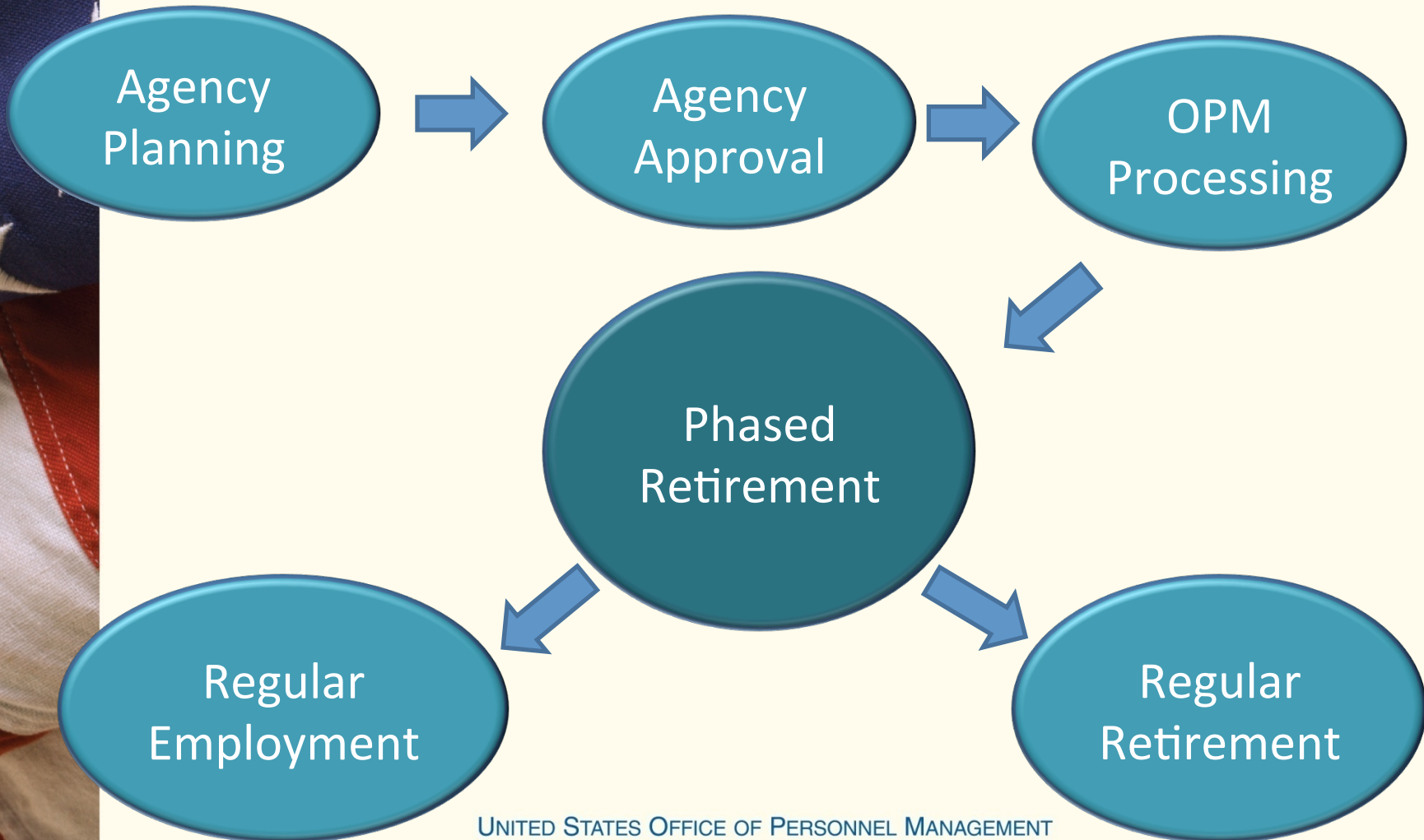
Employee's Annuity at Full Retirement

- Survivor elections are made when applying for full retirement
- Cannot elect to pay deposit/redeposit
- Entitled to Composite Retirement Annuity
 - Initial Phased retirement annuity, increased by applicable COLAs during Phased Retirement; plus,
 - Final phased portion of the full retirement annuity
 - Annuity computed as if employee had worked full-time, including sick leave, then divided in half

QUESTIONS?



How Phased Retirement Works





Questions

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Agency Implementation Planning

- Criteria to approve applications
- Approval authority delegations
- Use of time limit agreements
- Exclusion of positions or locations
- Handling multiple requests

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Agency Approval

- Are there sufficient staffing levels to support a part-time schedule?
- Can the duties be performed on a part-time basis?
- Does the employee have knowledge that needs to be transferred to others?
- Is the employee willing and able to mentor?

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Time Limits

- Mutual agreement between the agency and the employee
- Implemented as a condition of approval
- Written agreement is required

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Effect of Phased Retirement

- Treated as part-time employee
- Is not a re-employed annuitant
- An employee may only enter phased retirement once
- May return to regular employment with agency approval



Questions



Labor and Employee Relations

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Labor and Employee Relations

- The bargaining unit status of a phased retiree will depend on the bargaining unit's Certification of Representative
- Agencies must satisfy collective bargaining obligations before implementing the phased retirement program
- Contact your servicing HR office with questions

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Labor and Employee Relations

- Denial of application for phased retirement
- Disapproval of request to return to regular employment
 - Not appealable adverse actions under 5 U.S.C. chapter 75
 - May be grievable


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Labor and Employee Relations

- Employee appeal and grievance rights in phased retirement
 - For non-bargaining unit employees – remain the same as before entering phased retirement
 - For bargaining unit employees – could change if bargaining unit status changes




Questions

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Pay, Leave, and Work Schedules

- 50 % work schedule is required
- Leave accrual is pro-rated
 - 4 hours of annual leave per pay period
 - 2 hours of sick leave per pay period

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Pay, Leave, and Work Schedules

- Must have an officially established part-time work schedule
- Working percentage must equal 50 percent of full-time (i.e., 40 hours per biweekly pay period)
- May be assigned hours of work in excess of established schedule only in rare and exceptional circumstances

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Pay, Leave, and Work Schedules

- No lump-sum payment for annual leave upon transition to phased retirement
- Annual and sick leave balances are maintained
- Leave accrual is prorated
 - 4 hours of annual leave per pay period
 - 2 hours of sick leave per pay period
- Annual leave ceiling remains the same

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Pay, Leave, and Work Schedules

- Except as otherwise expressly provided by law or regulation, a phased retiree is treated like any other part-time employee for all other purposes
 - Days of part-time service are creditable towards within-grade increase waiting periods
 - Generally entitled to paid holiday if it falls on scheduled workday
 - May participate in alternative work schedule program



Questions

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Mentoring

- Mentoring is an essential element of phased retirement
- 20% of time each pay period must be spent in mentoring activities
- What is mentoring?

A process that focuses specifically on providing guidance, direction, and career advice. Mentoring is an opportunity for collaboration, goal achievement, and problem solving

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Mentoring Continued

- Knowledge Transfer
- Knowledge Management
- Succession Planning
- Career Development

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Next Steps

- Register to serve as a mentor
- Types of mentoring
 - Traditional
 - Situational
 - Peer – to – peer
 - Group mentoring
- Determine your availability to mentor
- Find a mentee



Questions

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Phased Retirement Resources

Additional information on phased retirement is available at :

<http://www.opm.gov/retirement-services/phased-retirement/>

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Phase Retirement Contacts

Retirement Services, Benefits Officers
Liaison and Development

202-606-0788 benefits@opm.gov

U.S. Office of Personnel Management

Benefits Officers Liaison and
Development, Retirement Services

1900 E Street, NW Room SB 427

Washington, DC 20415

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Phase Retirement Contacts

Pay and Leave

202-606-2858

pay-leave-policy@opm.gov

U.S. Office of Personnel Management

Pay and Leave, Employee Services

1900 E Street, NW Room 7H31

Washington, DC 20415

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Phase Retirement Contacts

Internal Placement, Promotions,
Reduction in Force, Details, and Outside
Employment

202-606-0960 employ@opm.gov

U.S. Office of Personnel Management
Employee Services

Recruitment and Hiring, Hiring Policy

1900 E Street, NW Room 6500

Washington, DC 20415

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Phase Retirement Contacts

Mentoring

202-606-0913 gwmentoring@opm.gov

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1900 E Street, NW Suite 7439

Washington, DC 20415

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Phase Retirement Contacts

Partnership and Labor Relations,
Employee Relations

202-606-2930 plr@opm.gov

U.S. Office of Personnel Management
Partnership and Labor Relations,
Employee Services

1900 E Street, NW Suite 7H28
Washington, DC 20415



Phase Retirement Contacts

Planning and Policy Analysis, Federal
Employee Insurance Operations

202-606-0004

Ronald.Brown@opm.gov

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Planning and Policy Analysis (FEIO)

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Phase Retirement Contacts

Office of the Chief Financial Officer
(OCFO), Financial Services

202-606-0606 FinancialBALs@opm.gov

U.S. Office of Personnel Management

Chief Financial Officer, Financial Services

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Washington, DC 20415

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Phase Retirement Contacts

Office of the Chief Information Officer
(OCIO), Records Management

202-606-1162 Larry.Wells@opm.gov

U.S. Office of Personnel Management

Chief Information Officer, Records
Management

1900 E Street, NW Room 2336

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