



**Office of Faculty Affairs**  
http://csulb.edu/aa/personnel 562-985-4128

FAQS ON FERP  
**COLLECTIVE BARGAINING AGREEMENT UNIT 3 FACULTY  
CONTRACT:  
ARTICLE 29, FACULTY EARLY RETIREMENT PROGRAM [FERP]  
ARTICLE 30, PRE-RETIREMENT REDUCTION IN TIME BASE PROGRAM  
[PRTB]**

**1. What is FERP?**

Faculty Early Retirement Program (FERP) is a program in the CSU that permits eligible tenured faculty who retire to continue to be employed after retirement. Faculty who are granted service retirement from the California Public Employees Retirement System (CalPERS) may elect to participate in FERP.

**2. How long can I participate in FERP?**

Faculty who commence FERP are entitled to five years of consecutive employment. (See Article 29, Collective Bargaining Agreement, Unit 3 Faculty Contract.)

**3. Who is eligible to FERP?**

Tenured faculty and tenured Librarian and Counselor faculty who have reached the age of 55, 60, or 62 (depending on your plan) and are eligible for service retirement (after five years of full-time service) with CalPERS and/or STRS are eligible to participate in FERP with approval of the President or designee.

**4. When am I eligible for retirement and how is my CalPERS retirement salary calculated?**

A formula based on your age (at least 50 to 52 years of age, depending on your plan), years of service (at least five years of full-time service), and your highest salary during your employment (highest consecutive 12 or 36 months, depending on your plan) determines your monthly retirement salary. At age 63 or 67 depending on your retirement formula, age no longer makes a difference in the calculation of your retirement salary. Ten months of full-time service equals one year of service. At retirement, unused sick leave credit will be converted and added to your years of service. Before retirement, faculty can buy back lost service credit for various leaves of absence. For an estimate on your retirement salary, visit the CalPERS website <https://www.calpers.ca.gov>. Contact CalPERS if you are uncertain of your retirement eligibility at (888) 225-7377.

**5. What is the maximum FERP employment time base for Instructional Faculty?**

FERP employment is available in two options:

- Full-Time employment in the Fall or the Spring semester, not to exceed 90 workdays. Normally 12 units of instruction, plus 3 units of instructionally-related activities.
- Part-Time employment for the academic year (not to exceed 50% of the employee's time base in the year preceding retirement, full-time equivalent is 12 units of instruction and 3 units of instructionally-related activities). Normally, 6 units per semester, plus 1.5 units of instructionally-related activities. Other combinations can be considered. Note: Faculty can elect a lesser time base than stated above, but cannot increase their time base throughout the five-year period.

**6. What is the maximum FERP employment time base for Librarian Faculty?**

Librarian employment is available in three options:

- Full-Time employment (40 hours per week) not to exceed 960 hours (in slight excess of 5 months).
- Part-Time employment (20 hours per week) not to exceed 960 hours or approximately 11 months.
- Part-Time employment (20 hours per week) in the 10-month classification with 2 months off per year
- Reminder: Librarians continue to earn vacation while on FERP and are encouraged to use vacation credits during their FERP employment.

Note: Librarian faculty can elect a lesser time base than stated above, but cannot increase their time base throughout the five-year period.

**7. What is my salary as an instructional FERP faculty?**

As retired faculty, you will receive a monthly retirement check from CalPERS. In addition, FERP faculty will receive a monthly FERP employee paycheck. Your monthly salary will be at your faculty rank and salary immediately prior to retirement and at the time base approved. Throughout the five-year period, faculty will receive general salary increases as negotiated. Direct deposit remains an option for FERP participants, who must re-enroll when beginning FERP, and it takes effect in 1-2 pay periods.

- If you teach the Fall semester you will receive six monthly checks, normally at a full rate, on or about October 1<sup>st</sup> through February (two checks in February).
- If you teach the Spring semester you will receive six monthly checks, normally at a full rate, on or about March 1<sup>st</sup> through July (two checks in July).

- If you teach the Academic Year you will receive twelve monthly checks, normally at a half-rate, on or about October 1<sup>st</sup> through September 1<sup>st</sup>.

**8. What deductions will my FERP paycheck contain?**

- Deductions for state and federal taxes, and CFA union deduction for members.
- No deductions for PERS retirement, medical benefits, or Social Security (OASDI).
- SRP or Savings Plus deductions are optional. You will need to re-enroll with Fidelity or Savings Plus if you wish to continue those plans.
- Life and long-term disability insurance are neither retirement nor FERP benefits. You may contact Standard Life Insurance at (800) 378-5745 to port or convert from group coverage to an individual policy within 60 days of your retirement date.

**9. How do I maintain my benefits coverage during and after FERP?**

- Health benefits are covered from your monthly CalPERS retirement check through deductions. Your open enrollment period and changes to coverage will be made directly with CalPERS.
- Vision coverage is paid 100% by the employer while on FERP. After FERP, employer-paid vision coverage discontinues and you will receive an enrollment form to continue coverage with VSP via the Voluntary CSU Retiree Vision Plan, which is paid by the retiree. You may choose the basic and premier level of coverage with VSP if you wish to continue the vision coverage.
- Enhanced dental coverage is 100% employer paid while on FERP. After FERP, you will receive information from Benefits Services regarding how to continue the enhanced or basic dental coverage.

**IMPORTANT NOTICE:** Employees hired by the CSU and who become members of CalPERS on or after July 1, 2017, must have 10 years of service credit with CalPERS to be eligible to enroll in CalPERS Retiree Medical Benefits and CSU Retiree Dental Benefits.

**10. Can I continue a Supplemental Retirement Plan (SRP) while on FERP?**

- Yes. You must go online to the Fidelity NetBenefits website at the beginning of FERP to make a contribution change to restart SRP contributions. Thereafter, participants with an employment period of one semester per year must go online to change contributions each semester to reactivate in a timely manner in order to make a maximum of five monthly contributions per semester. It may be possible to make six contributions by visiting the Benefits Services office prior to the start of the semester. Reaching age 70 1/2 during FERP may require taking annual Minimum Required Distributions from 401(k)/403(b)/457(b) retirement plans (consider consulting with a tax advisor in this case).
- 403(b) Fidelity SRP – You may elect to continue to make contributions only for the semesters that a paycheck is received
- 401(k) and 457 – You may contribute to these plans through Savings Plus. You must also re-activate the contributions on the Savings Plus website for them to restart.

**11. FERP faculty are not eligible for the following collective bargaining provisions:**

- Promotions
- Sabbatical Leaves
- Difference in Pay Leaves
- Unlimited Sick Leave
- Only up to 160 sick leave hours may be accrued while on FERP or 208 hours, if faculty elects to carry over the maximum of 48 hours of sick leave credits at the time of retirement. Full-time FERP faculty continue to accumulate 8 hours of sick credits hours per month; prorated for less than full-time. Catastrophic Leave Donations received may exceed the amounts noted above (*See Article 24.23.*)

**12. May I take a leave of absence without pay while on FERP?**

A FERP participant may be granted one (1) leave of absence without pay for personal illness, and such leaves do *not* extend the FERP employment period.

**13. What are the deadlines for retirement and FERP notifications?**

The **Notification of Intent to Retire form** should be submitted to your Department Chair or equivalent by April 1st for a summer retirement. For a December retirement, the form should be submitted approximately 6 months prior to your retirement date.

The **CalPERS retirement application** must be submitted to CalPERS within 120 days (4 months) prior to your elected retirement date.

**14. After submitting my CalPERS application and Notification of Intent to Retire form, can I change my mind and not retire and FERP?**

While the University has established April 1 (or approximately six months prior to a December retirement) as the date to submit notice of your retirement, CalPERS permits you to rescind your retirement application within 30 days of receipt of your first pension payment. You must immediately notify CalPERS in writing and the appropriate University parties (Department Chair, Dean, and Faculty Affairs) in writing (e-mail acceptable).

**15. How do I apply for retirement and FERP?**

A CSULB Notification of Intent to Retire form provides the campus the necessary information regarding your retirement or retirement and FERP participation. (*See the Faculty Affairs website under Forms.*) This form shall be completed and submitted to the Department Chair after discussing your preferred FERP assignment. The form then moves forward to the Dean and Faculty Affairs for notification.

For assistance with identifying a retirement date and completing the CalPERS application, please contact Nikco Moore, the campus Benefits Manager, at extension 5-2120. A CalPERS Retirement Application must be submitted online or by hard copy (notarized, and received in a local CalPERS office or via mail to Sacramento) within four months of your retirement date. If you are married, notarized signatures are required.

**16. How am I notified of my FERP appointment?**

Near your retirement date you will receive a letter from the President acknowledging your retirement and appointing you to the FERP program. The letter indicates your FERP period of employment, and emeritus status as appropriate.

**17. What about emeritus faculty status?**

Faculty with 10 or more years of full-time equivalent service will be granted emeritus status in the retirement letter from the President. An emeritus/emera identification card will be enclosed in the letter. Those with fewer than 10 years may request Dean and Departmental voting approval for granting of such status. Recommendations are forwarded to the AVP for Faculty Affairs. (*See the Academic Senate Policy Statement on Emeritus Faculty: Rights and Privileges, PS 17-19.*)

**18. What about parking as an emeritus faculty and/or FERP employee?**

Emeritus faculty and FERP employees who have emeritus status are eligible for complimentary parking and must have a current valid emeritus permit when parking on campus. After your retirement date, you must obtain your annual Emeriti parking permit online prior to parking on campus. Parking permit must be renewed annually. See <https://www.csulb.edu/parking-and-transportation-services/permits/permit-information> under "Emeriti" for more information. Emeritus faculty may also go to the Visitor Information Center for a complimentary one-day permit.

**19. What about my e-mail account as a retiree?**

If you are granted emeritus status, your e-mail account will be automatically retained. You may contact the Office of Information Technology Services at extension 5-5459 for more information on access you will retain.

FERP participants who do not have emeritus status will retain a CSULB e-mail account only during the period of FERP appointment.

**20. What additional employment can I accept as a FERP?**

- The collective bargaining agreement restricts FERP faculty to 90 days employment or 50% employment over the academic year after your retirement date. Summer session employment is not permitted while on FERP. It is possible to teach in summer session prior to your retirement if your retirement date is after the summer session course concludes, since the restriction of employment is after your retirement date.
- Foundation employment is permitted during FERP employment because the Foundation is a non-CalPERS contributor. However, the 25% additional employment rule applies during the semester(s) of FERP employment.

**21. Can I change my semester of FERP employment?**

Yes, by mutual agreement with the Department Chair and Dean. Your request is to be submitted to your Department Chair in writing (e-mail acceptable) and will be forwarded to your Dean and Faculty Affairs. Check with the Benefits Manager at extension 5-2120 to determine how such a change may affect your vision coverage.

**22. Can I reduce my FERP time base?**

Yes, by mutual agreement with the Department Chair and Dean. You may reduce your FERP time base but your reduction shall continue for the duration of your FERP appointment. Your request is to be submitted to your Department Chair in writing (e-mail acceptable) and will be forwarded to your Dean and Faculty Affairs.

**23. Can I separate from FERP before serving five years?**

Yes. You must notify your Department Chair, Dean, and Faculty Affairs in writing (e-mail acceptable).

**24. Can I be terminated from FERP?**

Only under the following conditions:

- Dismissal for cause
- Failure to meet the employment commitment
- Layoff

**25. Can I accept CSU employment after retirement or FERP?**

Yes. You are restricted by CalPERS regulations not to exceed 960 hours or 50 percent of the hours you were employed during the last full fiscal year of service prior to retirement. Full-time faculty calculations are based on 30 units. Fifteen units is the maximum workload a former full-time faculty can teach within a year. Such employment would be in a Lecturer classification at a salary rate appropriate to that classification. Unless participating in FERP, retirees must wait 180 days after retirement to return to CSU employment.

**26. What is the Pre-Retirement Reduction in Time Base Program (PRTB)?**

This program allows faculty to phase into retirement for a five year period at 2/3, 1/2, or 1/3 timebase. (See *Article 30, Pre-Retirement Reduction in Time Base Program Collective Bargaining Agreement (CBA), Unit 3 Faculty Contract.*) In this program, faculty work less and receive prorated pay while continuing to make full monthly PERS retirement payments and earning a full year of PERS service credit for each year worked. At the end of the 5-year period, faculty can retire and enter FERP, but their FERP timebase is limited to half of their PRTB timebase.

**27. Whom do I contact for additional retirement and FERP questions?**

- **Ennette Morton**, Director of Faculty Affairs, (562) 985-8114, [ennette.morton@csulb.edu](mailto:ennette.morton@csulb.edu): general retirement, FERP, and PRTB questions
- **Carol Sanchez**, Interim Benefits Manager, (562) 985-2120, [carol.sanchez@csulb.edu](mailto:carol.sanchez@csulb.edu): retirement estimates, benefits/Medicare, deductions, and detailed retirement questions
- **CalPERS** and CalPERS Orange County Regional office: (888) 225-7377

### ADDITIONAL RESOURCES

**BENEFITS OFFICE**

- <https://csulb.sharepoint.com/sites/Human-Resources-Services-Group/SitePages/Benefits-Services.aspx>

**COLLECTIVE BARGAINING AGREEMENT, UNIT 3 –ARTICLE 29 -FERP**

- <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article29.pdf>

**COLLECTIVE BARGAINING AGREEMENT, UNIT 3 –ARTICLE 30 –Pre-Retirement Reduction in Time Base**

- <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article30.pdf>

**RETIREMENT - CALPERS**

- <https://www.calpers.ca.gov/>
- CalPERS general phone number: (888) 225-7377
- CalPERS workshops – available online and in-person.  
<https://www.calpers.ca.gov/page/education-center/member-education>  
<https://csulb.sharepoint.com/sites/Human-Resources-Services-Group/SitePages/Benefits-Workshops.aspx>

**SOCIAL SECURITY**

- <https://www.ssa.gov/>
- 1-800-772-1213 (TTY 1-800-325-0778)