



**LSU Agricultural Center
Retirement Incentive Program
For Classified Employees
July, 2009**

Section 1. Eligibility

To be eligible to participate in the LSU Agricultural Center Retirement Incentive Program, an individual must meet all of the following criteria:

- A. The individual must be classified employee.

- B. The individual must be eligible for retirement under the Federal Civil Service Retirement System (CSRS), Louisiana State Employees' Retirement System (LASERS) or Teachers' Retirement System of Louisiana (TRSL) on or before November 13, 2009 and must meet one of the regular retirement eligibility requirements for their system shown in the chart below. Any form of retirement not listed in the chart below is considered not a regular retirement and is not eligible for this plan. Members of the ORP are eligible provided that, on or before November 13, 2009, they meet the same criteria that are required herein for TRSL members. All creditable retirement service must be calculated in accordance with the regular provisions of the applicable retirement system. The following chart summarizes the basic eligibility requirements that will be covered under the various retirement systems. This chart is provided only as a listing of the types of retirements considered to be regular retirements for purposes of this plan. Actual eligibility for retirement is determined by the specific requirements set forth by law and the policies and regulations governing the applicable retirement system, and individuals not eligible for retirement pursuant to such laws, policies, and regulations will not be eligible for participation in the plan.

Regular Retirements for Purposes of This Plan		
System	Age	Service
CSRS	62	5 years creditable civilian service
	55	30 years creditable service including 5 years of civilian service
	60	20 years creditable service including 5 years of civilian service
TRSL	55	25 years creditable service
	--	30 years creditable service at any age
	65	20 years creditable service excluding military service
LASERS	60	5 years creditable service excluding military service
	--	30 years creditable service at any age*
	55	25 years creditable service*
ORP	60	10 years creditable service
	Same as TRSL above	

**Applies only to employees whose last date of membership was prior to 07/01/06, per LASERS regulations.*

- C. The individual must have been employed with the AgCenter on a regular appointment (i.e., exclude appointments such as adjunct, temporary, student, transient, etc.) as of July 1, 2008.

- D. The individual must have a minimum of five (5) years of consecutive service with the AgCenter in a regular position as of July 1, 2008.

- E. For joint employees, the individual must be paid greater than 50% by the AgCenter using their regular account splits as of July 1, 2008.
- F. Part-time employees may participate but the incentive will be pro-rated accordingly.
- G. The individual must retire directly from state service, meaning they must be in employment status with the AgCenter on the day immediately preceding the first day of retirement.
- H. This program is not applicable to resignations.

Section 2. Program Time Frame

- A. *Application Timeframe.* Individuals who wish to participate must complete a special retirement incentive application form along with the regular retirement system application and submit them to the AgCenter HRM Office no earlier than 8:00 a.m., Tuesday, August 11, 2009 and no later than the close of business, Wednesday, **September 30, 2009**. The date and time of submission shall be determined in accordance with the provisions of Section 2.E, below.
- B. *Required Documents.* Although it is preferred that the employee complete the entire retirement application package required by the respective retirement system, this may not always be possible or practical. Therefore, the employee will be considered as having met the requirement to submit the regular retirement system application forms if he/she completes and submits by September 30, 2009 the forms noted below, along with the AgCenter retirement incentive application form. This does not release the employee from submitting **all** additional forms, documents, and information required by the retirement system in accordance with the manner and timeframes established by the retirement system.

TRSL – Submit one of the following:

Service Retirement - for Employees Who Have Not Been In DROP: Application for Service Retirement (Form 11A) – Sections 1 and 3

Employees In or After DROP: Termination of Employment at End of Drop Participation/Employment (Form 11H) – Sections 1, 2, & 5

LASERS – Submit one of the following:

Service Retirement – for Employees Who Have Not Been in DROP and are not electing the IBO – Application for Service Retirement (Form 6-1) – Sections 1 (inclusive of name and SSN), 2 and 6

Service Retirement – for Employees Who Have Not Been in DROP and are electing the IBO – Application for Retirement With IBO (Form 6-1A) – Sections 1 (inclusive of name and SSN), 2 and 9

Employees In or After DROP: Certification at End of Employment (Form 9-2) – Sections 1 (inclusive of name and SSN) & 2

CSRS –

Service Retirement: Application for Immediate Retirement (SF 2801) – Sections A, B, & I

TRSL-SB: Application for Service Retirement (Form 11A) – Sections 1 and 3
Note – complete only if eligible for and electing the TRSL-SB at time of CSRS retirement.

ORP - ORP Retirement with Resignation Form

Other - Contact the HRM Office.

Other sections, such as those designating the beneficiary and survivor options, and other supporting documents may be completed at a later date within the regulations of the applicable retirement system. Except for the “grace period” described below, an election to participate is irrevocable. The employee’s employment with the AgCenter will end on the specified retirement date. If for any reason the employee elects not to separate by retirement, the incentive will not be payable. Blank forms may be obtained by contacting the AgCenter HRM Office or at the following web address:

to be posted once form is finalized

- C. *Retirement Effective Dates.* Individuals who participate must set their retirement date during the period August 19, 2009 through November 13, 2009, close of business. The retirement effective date must be after the retirement incentive application form and retirement application documents specified in Section 2.A and 2B above have been received in the HRM Office and after the grace period provided for in Section 2.D. below. *The retirement effective date must be on or after the date the employee has satisfied the application requirements of the respective retirement system. For example, both LASERS and TRSL require that the retirement application be received in their office before the effective date of retirement.*
- D. *Grace Period.* For a period of seven calendar days after an individual submits an application to participate in this retirement incentive program, he/she may revoke the election. This grace period will expire at the close of business on the seventh calendar day after the required application forms are submitted in accordance with the provisions of Sections 2.A and 2.B, above, except that if the seventh calendar day falls on a weekend or holiday, the grace period will expire at the close of business on the first working day thereafter. An individual’s revocation of his/her election to participate in this retirement incentive program must be in writing and must be received by the AgCenter HRM Office before the expiration of this grace period. This grace period has no effect upon retirement system requirements or effective dates. An individual who submits an application and revokes that application pursuant to this Section 2.D may not submit a new application.

- E. *Method of Submitting Documents.* The AgCenter Human Resources Management (HRM) Office must receive originals of all documents required in Sections 2.A., 2.B., and 2.D., above. For purposes of meeting all deadlines set forth in this plan, application forms and other documents may be submitted by fax or e-mail attachment, so long as the original documents are sent by mail or overnight courier to the AgCenter HRM Office within two business days following the date on which the fax or e-mail was sent. The employee must send the original documents in a manner that establishes proof of sending, such as certified mail or the receipt from an overnight delivery service such as FedEx or UPS. For example, if the documents are e-mailed on a Friday, the originals must be sent by certified mail or deposited with an overnight courier service by close of business the following Tuesday. The AgCenter shall make the final determination as to what constitutes acceptable proof of mailing.
- F. An election to retire and accept the retirement incentive benefit offered under this retirement incentive program shall not be effective until after the expiration of the grace period described above. Note also that the retirement may not be effective until on or after the date the employee meets the application retirement system requirements. All applicable retirement system application requirements must be met.

Section 3. Incentive

- A. The incentive will be a *one-time* payment. Payments will be subject to all applicable state and federal tax laws and regulations, and all applicable state and federal retirement system laws and regulations. Retirement contributions will not be deducted from payments, nor will the payment count as compensation to be included in their final average compensation calculation. For all participating employees, the incentive will be 40% of the employee’s regular, permanent AgCenter salary (9xx-xx-xxxx accounts) as of January 1, 2009. The maximum incentive payment will be \$25,000. Examples are:

01/01/2009 Salary	40% Incentive*
\$25,000	\$10,000
\$45,000	\$18,000
\$65,000	Capped at \$25,000*

**Total incentive may not exceed \$25,000.*

- B. The incentive payment will be issued after the effective retirement date and after all applicable retirement application and personnel forms have been fully processed.

Section 4. Rehire of Participating Employees

As a matter of general policy, participating employees will not be rehired by the AgCenter. In exceptional circumstances, an employee who retires under the plan may be rehired by the AgCenter only under the following conditions:

- A. Reemployment of the retiree must comply with all statutes and regulations governing the applicable retirement system.

- B. Reemployment of the retiree must comply with all LSU System policies on reemployment of retirees, and no prior informal or formal agreements relating to same shall be binding.
- C. Reemployment of the retiree may not reduce the savings gained by not filling the position to less than twice the amount of the incentive payment over the two year period beginning with the effective date of retirement.
- D. Reemployment of the retiree may only occur when it is to the advantage of the AgCenter and must help the AgCenter meet a significant and extraordinary need.
- E. Reemployment of the retiree shall be under the applicable type of Civil Service appointment, preferably a restricted or job appointment.
- F. Reemployment of retirees participating in the plan is solely at the discretion of the University and must be approved in writing by the President upon written recommendation and justification of the Chancellor of the AgCenter, which may not be delegated.

Section 5. Other Provisions

- A. Employees are reminded that use of annual leave immediately preceding retirement must be approved through normal procedures, and, in accordance with PM-20, is limited to the amount normally earned by the employee in a year. Use of sick leave must be in accordance with the medical certification provisions of AgCenter PS-34.

Employees are reminded that they may not participate in this plan unless they have also met all applicable requirements of their retirement system.

- B. The AgCenter has established a preliminary participant cap of 50. In the event that more than 50 employees apply, the first 50 applications submitted in compliance with Sections 2.A and 2.B, above, will be accepted, subject to the provisions in Section 5.C below. Additional applications may be considered depending on financial circumstances and required administrative approvals. As applications are received, the AgCenter HRM Office will try to notify employees as soon as possible whether their application has been received before the cap has been reached. Such notice, or a failure to provide such notice, shall not affect the validity of any actions taken by the AgCenter or any employee pursuant to this plan.
- C. The decision to retire and/or terminate employment with the AgCenter is *irrevocable* once the 7-day grace period described in Section 2.D above has passed. The employee's employment with the AgCenter will end on the date specified on his/her retirement incentive application form. If for any reason the employee, after expiration of the grace period, elects not to separate by retirement or if the employee fails to comply with applicable retirement system plan application procedures or rules (e.g., completion of supporting forms) and therefore does not become a retiree from the system without a break in service, the employee will not receive the incentive payment *and will still be separated from employment with the AgCenter*. However, if the AgCenter determines that the employee complied with the relevant application procedures and rules, but was determined to be ineligible for retirement, the employee will not receive the incentive payment but may remain employed with the AgCenter with no break in service.

D. The AgCenter reserves all rights to interpret the provisions of this program. The program may be modified if necessary with proper notice to employees. The program may be withdrawn at any time, except that all eligible AgCenter Retirement Incentive Program applications that are complete and submitted as of the date the program is withdrawn will be honored upon the effective date of retirement.

Questions should be directed to the AgCenter HRM Office.

**LSU AGRICULTURAL CENTER RETIREMENT INCENTIVE PROGRAM
APPLICATION FORM**

Name _____

Title _____ Unit _____

I hereby elect to participate in the LSU Agricultural Center's Retirement Incentive Program. I certify that I am aware of the guidelines for the program and I meet all eligibility requirements.

I will resign effective _____ *at the close of business* in order to retire. I understand that this decision is *irrevocable* once the 7-day grace period described in the program document has passed. I also understand this means that my employment with the AgCenter will end on the date specified above. I further understand that if for any reason I elect not to separate by retirement and/or I do not meet the applicable retirement system plan procedures (e.g., completion of supporting forms) or rules (eligibility, etc.) and therefore do not become a retiree from the system without a break in service, I will not receive the incentive payment but I will still be separated from employment with the AgCenter.

By signing this document, I agree to abide by all provisions of the AgCenter Incentive Program. My decision to participate in the LSU AgCenter's Retirement Incentive Program is completely voluntary and free from threat, duress, intimidation, or other inappropriate or unlawful influence. I have made the decision to participate in the program only after careful consideration and only after the LSU AgCenter has afforded to me a reasonable period of time in which to consult with others prior to electing to participate in the program.

I understand that the retirement incentive being offered by the LSU AgCenter is in addition to all retirement benefits to which I may be entitled under the Teachers' Retirement System of Louisiana ("TRSL"), the Louisiana State Employees Retirement System ("LASERS"), the Federal Civil Service Retirement System ("CSRS") or the Optional Retirement Plan ("ORP") or other applicable state plan. I understand that the LSU AgCenter Retirement Incentive Program does not in any way affect either my eligibility for retirement or the amount of any retirement stipend/benefits to which I am entitled.

Signature _____ Date _____

Witness Signature _____ Date _____

This form must be received in the AgCenter Human Resource Management Office using the contact information below no later than September 30, 2009, close of business.

If faxed or e-mailed by that time, the original form must be sent by certified mail or overnight delivery service within 2 business days.

Human Resource Management Office
LSU Agricultural Center
103C J. N. Efferson Hall
Post Office Box 25203
Baton Rouge, LA 70894-5203
Fax: 225/578-8284
E-mail: kloyd@agcenter.lsu.edu

Questions should be directed to the AgCenter HRM Office.

AgCenter HRM Office – 07/2009