



# *Renegotiation*

## *A One-time Option under the Faculty Phased Retirement Agreement (FPRA)*

### **12 Key Steps**

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#### **1. Submit Written Request**

PRP participant submits a signed, carefully completed PRP Renegotiation Request Form making their one-time request for renegotiation under the provisions of their *Faculty Phased Retirement Agreement (FPRA)*.

#### **2. Renegotiation Meeting**

The Dean, chair, and representative of Human Resources (HR) meet with the PRP participant to discuss the proposed changes in years of remaining service, proportion of full time for each year, and/or changes in Duties. Notes of this meeting are made by the Dean and HR representative, and uploaded into the Stars system as a permanent record.

#### **3. Reach a Mutual Understanding**

Additional meetings of the PRP participant, Dean, chair, and HR representative are scheduled and held in an effort to reach a mutual verbal understanding between the Dean (representing the University) and the PRP participant. Meetings continue until a mutual understanding is reached, or until the Dean or the PRP participant concludes that no mutual agreement is likely or possible, at which time the renegotiation process is concluded. If a mutual understanding is reached, the process will continue as outlined below. If no understanding is reached, the termination of renegotiation will be documented by letter from the Dean to the PRP participant, and the *FPRA* as originally signed by all parties remains in effect. Notes of each meeting are made by the Dean and HR representative and uploaded into the Stars system, along with the letter indicating that renegotiation was not successful, if applicable.

#### **4. Benefits Meeting**

Where a mutual understanding of revised terms of continuing service has been reached, the PRP participant meets with HR (Benefits Office-- 202.806.1280) which reviews with the PRP participant the benefit / compensation implications of any revised provisions. Note: the amounts and pattern of payment of the retirement incentive payments are not changed by renegotiation. Note: the base pay rate (i.e., pay for full-time employment) for any year of remaining service was set by the *FPRA* and is not changed by renegotiation. *The Dean and HR encourage the PRP faculty to discuss employee and retirement benefits with HR.*

#### **5. Draft Prepared – Revision to Faculty Phased Retirement Agreement (RFPPRA)**

HR generates a draft of the *RFPPRA* using the meeting notes.

## **6. Dean Review**

HR uploads draft *RFPPRA* to Stars system and notifies Dean to review it. Read receipt should be requested to validate Dean has received draft RFPPRA from HR. Dean reviews, edits, and finalizes *Revision to Faculty Phased Retirement Agreement (RFPPRA)*.

## **7. Provost Review**

Dean forwards *RFPPRA* to the Provost for review, approval, printing in duplicate, and signature.

## **8. Provost Approval**

If approved, the Provost signs duplicate original *RFPPRA*s and forwards to OGC. If not approved, returns to Dean with comments. Dean resumes process above at the appropriate step.

## **9. Office of General Counsel (OGC) Consistency Review**

OGC does consistency review and forwards *RFPPRA* to the relevant Dean's office, notifying the PRP Office.

## **10. RFPPRA Received by PRP Participant**

Dean presents faculty with the *RFPPRA* for signature; faculty member signs a dated receipt acknowledging he/she has received the *RFPPRA* signed by the relevant University officials. Receipt states that the PRP participant acknowledges that he/she has 45 days to review and sign the RFPPRA.

## **11. PRP Participant Returns Signed RFPPRA**

PRP Participant returns one signed original *RFPPRA* to HR, the PRP participant keeping the other. A dated receipt is provided to the PRP participant. (The Dean's office may accept the original *RFPPRA* signed by the PRP participant, provide the receipt, and then transport the *RFPPRA* to HR.) Copies of signed *RFPPRA* are sent to OGC and Provost offices. A copy of attachment(s) specifying years of continuing service, workload as a percentage of full-time for each year, and Duties is sent to the relevant department office. The original *RFPPRA* is maintained in HR with a copy uploaded to Stars. Faculty has 7 days to rescind signature in writing, signed and delivered to HR. If rescinded, the original *RFPPRA* remains in effect.

## **12. RFPPRA Goes Into Effect**

Once the aforementioned 11 steps have been completed and the 7 day rescission period has elapsed, the *RFPPRA* will go into effect. One original copy of the *Agreement* is in the possession of the PRP Participant, while the other original copy is kept in HR.