Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor
WINDWARD COMMUNITY COLLEGE
Administration, Personnel

INCENTIVE EARLY RETIREMENT PROGRAM

1. Purpose:
   
   To establish campus procedures for the implementation at Windward Community College of the Incentive Early Retirement Program. Such procedures are in compliance with Executive Policy E9.204 and CCCM #3000, which provide for Board of Regents Appointees to take part-time post-retirement employment with the University of Hawai`i, if approved by campus executives and the Chancellor for Community Colleges, University of Hawai`i.

2. Procedures:
   
   All University of Hawai`i Board of Regents appointees (hereinafter "BOR appointees"), who qualify for retirement under existing Hawai`i State Employee Retirement System rules, may participate in the University Incentive Early Retirement Program, if participation is approved by the Board of Regents.

   a. Any BOR appointee who so qualifies and wishes to participate in this program shall:
      
      1. Inform her/his appropriate Dean/Director in writing of her/his desire to participate at least six months prior to the effective date of the retirement. (The effective date for instructional faculty shall coincide with the first day of the next duty period or the first working day after the New Year's Day holiday).
      
      2. Together with the appropriate Dean/Director develop a Memorandum of Agreement, stipulating the BOR appointee's duties, responsibilities, and conditions of service including:
         
         a) Rank and classification of reappointment, i.e., reduced "regular" employee (not to exceed .40 FTE) or Lecturer.
         
         b) Compensation.
         
         c) Duty Period.
         
         d) Description of services to be performed.
         
         e) Term of Agreement (not to exceed 3 years or 70 years of age).
b. The Dean/Director shall:

1. Assist the BOR appointee to develop terms that are mutually agreeable between the College and the BOR appointee; and which meet the test of being beneficial to the College.

2. When acceptable to the appropriate Dean/Director, approve the Memorandum of Agreement and forward it to the Provost for her/his consideration.

c. The Provost shall review the proposed Memorandum of Agreement:

1. If acceptable, the Provost shall approve the agreement and send the original together with a SF-5B or UH Form 6 (as appropriate) to the Chancellor for Community Colleges for her/his consideration. A copy of the Memorandum of Agreement shall also be given to the BOR appointee.

2. If not acceptable, the Provost shall return the Memorandum of Agreement, to the BOR appointee indicating reason(s) for its non-acceptance.

3. If and when approved by the Chancellor for Community Colleges, the Provost shall notify the BOR appointee of approval. Until such approval is received the BOR appointee should not assume that approval at the campus level shall constitute approval by the Chancellor for Community Colleges or by the President of the University or the Board of Regents.

3. **Effective Date:**

This policy guideline is effective as of August 1, 1995.

彼得·T·道尔
provost

Attachment: Sample format for Memorandum of Agreement.
MEMORANDUM OF AGREEMENT

THIS AGREEMENT is made between the University of Hawaii (University) and ___________________________ (Appointee) ________,

(name) (rank)

general__________________________ of the ____________________________

(department/unit) (school or college)

to provide the Appointee part-time, post-retirement employment under the University's Incentive Early Retirement Program.

The University and the Appointee agree to the following:

(1) The Appointee shall retire from the service of the State of Hawaii under the applicable rules and procedures of the State of Hawaii Employees' Retirement System effective ________________ .

(2) The Appointee will be reappointed. (check one)

☐ In the rank and salary rate in effect at time of retirement for the period ______________ to ______________ at ____________ FTE (maximum .40) at $________ per month.

OR

☐ As Lecturer with rank equivalency of ________ for the period __________ to __________ to teach ________ credit hours per semester (maximum six credits per semester) at $________ per credit hour.

(3) The rate of compensation will be increased automatically if the established rate for other Appointees is increased.

(4) The Appointee's duties shall consist of:
(5) The Appointee's salary shall be paid semi-monthly and subject to applicable federal and state taxes.

(6) Unless a new Agreement is entered into, this Agreement shall terminate on ____________________________.

Recommended:

__________________________  __________________________
Appointee                  Department/Unit

__________________________  
School/College

Approved for
University of Hawaii

by ____________________________
Chancellor/Vice President

Date ____________________________

Attachment
(Appointee copy only)
Executive Policy E9.204

Distribution:
Original - BOR Employment
Copy with Attachment - Appointee
Other - As required by Campus