



# Voluntary Retirement Incentive Option (VRIO) Eligibility, Terms and Application Process for **FACULTY**

Updated September 29, 2020

*For language interpretation assistance for this program, please email [vrio@unm.edu](mailto:vrio@unm.edu). An HR representative will facilitate interpretation services with the appropriate parties as determined on a case by case basis.*

## ELIGIBILITY CRITERIA

1. Tenured faculty and lecturers (hereafter, participant(s)), including those on approved leave without pay, who have been employed at the University of New Mexico's Main and Branch Campuses for the five (5) continuous years immediately prior to their retirement date are eligible to participate.
2. Participant must meet the Educational Retirement Board (ERB) or Alternative Retirement Plan (ARP) retirement eligibility criteria, as of 12/31/2020.
  - a. ERB Pension participants should review the Retirement Eligibility section of the [ERB Member Handbook](#) and pay close attention to any age-based reductions if applicable.
  - b. ARP Participants should contact their Investment provider to discuss retirement options.
  - c. Eligibility requirements for UNM post-retirement benefits are separate from ERB or ARP retirement eligibility criteria and are found in Section 3.6 and 3.7 of [UAP 3600](#).
3. Participant has not signed retirement documents with UNM's Benefits & Employee Wellness department, as of the date this program was announced (August 24, 2020).
  - a. Faculty may not rescind a previously submitted retirement application in order to meet VRIO eligibility.
4. Exclusions:
  - a. All HSC faculty.
  - b. Tenured faculty and lecturers whose positions are externally funded or not funded directly by the University.
  - c. Tenured faculty and lecturers who previously retired from the University and returned in 'working retiree status' are not eligible. Individuals may only retire once from the University.

***Exceptions to this program criterion will not be permitted.***

## TERMS AND APPLICATION PROCESS

**Separation/Retirement Date:** Faculty separating under the VRIO program shall separate from UNM on Dec. 31, 2020, with their retirement effective date being Jan. 1, 2021.

**Incentive:** Participants will receive a one-time lump-sum payment equal to 25% of their 9-month or 12-month base salary, whichever applies. Base salary does not include temporary salary adjustments (e.g. Special Administrative Components, summer administration compensation, the plus component of a base plus salary structure.) ~~Payment will be included in the participant's final paycheck (12/22/20).~~

**IMPORTANT UPDATE AS OF 9/29/20: Please note that a change has been made to the timing of the incentive payment for employees paid monthly.**

After further review of the first paragraph in Section 2 of the Voluntary Separation Agreement, we have determined its plain language states UNM will pay the incentive after the date of separation and within 30 days from the separation date. In accordance with the plain language of this section, therefore, monthly paid employees will receive their incentive payment on the monthly pay date the month after retirement rather than on their last paycheck as previously communicated. Please see the table below for details.

Separation Date	Retirement Date	Incentive Payment Date
12/31/2020	1/1/2021	1/29/2021

### Eligible employees identified and contacted

1. All eligible employees will be proactively identified by UNM and contacted by Benefits & Employee Wellness on **August 24, 2020**. The email will include the **one-time incentive amount** being offered, a link to the **VRIO Interest Form**, and a **Voluntary Separation Agreement**, herein also known as the "Agreement".
2. Individuals who do not receive an email from Benefits & Employee Wellness and believe they may be eligible for retirement may contact Human Resources at [vrio@unm.edu](mailto:vrio@unm.edu) to discuss their situation and possible eligibility no later than September 30, 2020.

### Eligible employees submit interest form for program and begin reviewing Agreement

1. Eligible employees interested in this program are required to complete a [VRIO Interest Form](#) no later than **10/31/20**.
2. The VRIO Interest Form is not a binding document, but rather an application of interest in the program.
3. Instructions and a link to the VRIO Interest Form will be included in the eligibility email from Benefits & Employee Wellness.
4. Interested employee begins reviewing the Voluntary Separation Agreement ("Agreement") as applicable:
  - [Voluntary Separation Agreement – Tenure](#)
  - [Voluntary Separation Agreement – Lecturer](#)

**Interested employee confirms eligibility and begins retirement application process**

1. Employee partners with a Benefits representative to begin retirement process with UNM and the NMERB or their ARP investment provider. See checklist:
  - [NMERB Retirement Checklist](#)
  - [ARP Retirement Checklist](#)
2. Eligible employees are responsible for contacting the NMERB or the investment provider of their ARP plan to discuss their retirement eligibility and begin the retirement audit and application process.

**Employee reviews and completes separation agreement**

1. Employees approved for retirement under NMERB/ARP will be required to sign a **Voluntary Separation Agreement (“Agreement”)** ([Tenure](#) or [Lecturer](#)) with UNM.
2. The Agreement will explain legal and other requirements for UNM and the program participant, including relinquishing tenured status, responsibility for taxes, 45 calendar days of consideration of the agreement, and a revocation period of seven calendar days following the date the employee signs the agreement.
3. Program participants must complete the Agreement, sign it with a Notary, and mail it to Human Resources. It must be received by or postmarked no later than **11/30/20**.

Human Resources – Client Services  
MSC01 1220  
1 University of New Mexico  
Albuquerque, NM 87131-0001

4. The Agreement is not valid until executed and all requirements of the VRIO program have been fulfilled.
5. Participants can contact [vrio@unm.edu](mailto:vrio@unm.edu) to discuss the agreement if they have questions.

**Department processes separation**

1. Department Chair to obtain official letter of retirement from VRIO program participant.
2. Department to process separation EPAF using Job Change Reason Code SEP06 (Retirement) and attach letter of retirement.