University of Idaho
A LEGACY OF LEADING

**Provost and Executive Vice President**
Administration Building, Suite 105
PO Box 443152
Moscow ID 83844–3152

Phone: 208-885-6448
Fax: 208-885-6558
www.provost.uidaho.edu

May 9, 2012

To the University of Idaho Faculty and Staff:

For the past two years, the University of Idaho has utilized a program to enable employees and their units to plan employee retirement more coherently. The plan encourages and allows faculty and staff members who meet established requirements to pursue other opportunities earlier in their lives rather than later. It also allows university units to recruit new employees in a timelier manner with some allowance for potential crossover.

The decision has been made to continue to offer the program for an additional two years until May 31, 2014; however, we will continue to assess the program outcomes and reserve the right to cancel the program prior to that date. All agreements finalized prior to expiration or cancellation of the program will remain effective. In addition, the University may determine to continue the program beyond May 31, 2014, but is under no obligation to do so.

This letter and its attachments set forth the basic program elements of the Planned Retirement Program. We have included a program summary, an application and agreement form, and a release agreement. Interested program participants will work with their Dean, Department Chair, and/or administrative unit leader to determine eligibility, to identify their objectives in participating in the program, and to determine specific duties during the program period. Final approval requires the agreement of the employee, immediate supervisors and the appropriate provost or vice president.

Employees considering this option are encouraged to consult with their attorney and/or financial adviser regarding their decision to enter the Planned Retirement Program. Once an employee enters the program, the period of phased retirement can be terminated only upon earlier retirement by the employee, or if the employee and the University agree in writing, or if the employee fails to perform or otherwise violates University or Board policies, justifying termination of employment.

If you have questions regarding the program, please call Judy Colbeck, University of Idaho Benefits Specialist, at 885-3608. Answers to frequently asked questions can be found online at www.hr.uidaho.edu/benefits.

We understand and appreciate that the decision to retire can be a challenging one. We are hopeful that the Planned Retirement Program will be beneficial if you are considering a transition to retirement in the near future.

Sincerely,

Doug Baker
Provost and Executive Vice President

Ronald Smith
Vice President for Finance & Administration