



**OFFICE OF THE PROVOST  
AND EXECUTIVE VICE PRESIDENT**

875 Perimeter Drive MS 3152  
Moscow ID 83844-3152  
208-885-6448  
208-885-6558 [FAX]  
provost@uidaho.edu  
provost.uidaho.edu

**MEMORANDUM**

**TO:** To the University of Idaho Faculty and Staff:

**FROM:** Torrey Lawrence, Provost and Executive Vice President  
Brian Foisy, Vice President of Finance and Administration

**DATE:** March 8, 2021

**SUBJECT:** Planned Retirement Program

**CC:** Diane Kelly-Riley, Vice Provost for Faculty

---

For the past several years, the University of Idaho has offered a planned retirement program (PRP). This program enables employees and departments to work together in developing cohesive employment and retirement plans. The PRP allows eligible faculty and staff employees to consider retirement sooner than might otherwise be possible, by offering continuation of benefits coverage (at no increased cost) during a period of reduced FTE employment. It also allows university departments to recruit new employees in a timely manner, with some allowance for potential crossover.

With consideration for current transitions, we have decided to offer the program on an ongoing basis. However, as with any other benefit program, we will continue to assess outcomes, and may cancel the program with 30 days advance notice. All agreements finalized prior to the expiration or cancellation of the program will remain effective.

This memo sets forth the basic program elements of the PRP. The links on [this page](#) include a program summary, an application, an agreement form, and a release agreement. Interested faculty and staff employees should work with their direct supervisor, department chair, dean, and/or administrative unit leader to determine eligibility, to identify their objectives in participating in the program, and to determine eligibility and specific duties during the program period. Final approval requires the agreement of the employee, immediate supervisors, vice president for finance, and provost and executive vice president.

Employees considering this option are encouraged to consult with their attorney and/or financial adviser. Once an employee enters the program, the period of phased retirement can only be terminated upon earlier retirement by the employee or for-cause termination of employment.

If you have questions regarding the program, please call the University of Idaho Benefits Specialists at 885-3608. A list of frequently asked questions (FAQ) is also available on the Human Resources website (<http://www.uidaho.edu/human-resources/benefits/plans/prp>).