

**Brookhaven Science Associates, LLC (BSA) Phased Retirement Policy  
(effective January 1, 2020)**

Brookhaven Science Associates, LLC (BSA), recognizes that individuals, having made meaningful contributions to Brookhaven National Laboratory (BNL) over their careers, may desire to avoid an abrupt transition into retirement and to experience a more gradual departure, retaining a meaningful connection to BNL on a schedule that decreases their hours over time, permitting them to mentor employees, transfer knowledge and skills, or bring ongoing activities to conclusion. Such transfer of knowledge, which can be accomplished through a Phased Retirement program, is advantageous to BSA by facilitating management of the workforce and promoting knowledge transfer practices, thereby better accomplishing the BNL mission.

**What is Phased Retirement?**

BSA's Phased Retirement Program is a formal program that includes a written agreement between BSA and the individual, whereby the individual is transferred into a part-time position detailing the terms of employment and the expectations/deliverables of the work to be performed.

**Eligibility**

To be eligible to participate in the Phased Retirement Program:

1. The BNL Department/Division must have an organizational need for the particular work to be completed. (See Definition section for a definition of work.)
2. The BNL Department/Division must have available the amount of funding needed to support the employee for a one-year term.
3. The employee must be eligible for BSA retirement based on attainment of age 62 and 10 years of Continuous Service\* immediately prior to retirement.

\*as defined in the BSA Medical Plan.

Members of the Bargaining Units are not eligible for the Phased Retirement Program. BSA management maintains the discretion to apply the criteria presented above on a case-by-case basis for any exceptions that may be requested.

**Phased Retirement**

**Non-exempt Employee:**

**Scientific Advisor for scientific staff or Staff Advisor for non-scientific staff**

Under this arrangement, the individual transfers to a position as a BSA Scientific Advisor (or Staff Advisor) for a one-year, renewable term appointment. This will be completed by routing of a Personnel Action Change (PAC) by the Department Administrator. The position is paid at a rate equivalent to the employee's prior salary rate on the last day of employment or \$47.50 per hour, whichever is less. Work in excess of 40 hours per week will be eligible for overtime. Supervisor pre-approval is required for any time worked over 40 hours per week. The number of hours to be worked will be determined by and subject to approval by management. The maximum number of hours is 936 per year (45% FTE). *This must be strictly managed by the employee and supervisor; under no circumstances can the individual work more than 936 hours per year.* The employee is paid on a monthly basis.

**Other Separated Employees**

Other employees who have separated from working for BSA at BNL may be eligible to participate in this Phased Retirement Program, including those who:

- retired prior to availability of this Phased Retirement Program
- retired and are now Emeritus
- were terminated under a Reduction-in-Force (RIF)

In all of these cases, the individual must meet eligibility requirements as listed in the Eligibility section above. Those individuals who left BNL under a RIF may participate in the Phased Retirement program only after the minimum of one year of separation is completed.

Individuals in any of these categories, since they have already terminated employment from BNL, will be re-hired internally by BSA, following standard hiring practices via the Talent Acquisition Management System (TAMS); however, a posting waiver will be utilized so that the position is not required to be recruited.

It should be noted that individuals on Emeritus status may be re-hired as a Scientific Advisor; individuals on Emeritus status will not be required to relinquish this status but will be designated in the Human Resources Information System (HRIS) as a Scientific Advisor until they no longer participate in the Phased Retirement Program.

### **Phased Retirement Process**

An individual who meets the Eligibility criteria who is considering Phased Retirement must first discuss and establish with his/her supervisor:

- the viability of a Phased Retirement arrangement based on organizational needs and available funding
- job content including the specific expectations/deliverables of the type of work to be performed
- the hours of work and the Full-time Equivalent (FTE) percentage: up to 936 hours annually, only
- the dates to begin and end participation in the Phased Retirement program

Once an agreement between the individual and management has been reached, the individual must complete a Phased Retirement Application and obtain all required approvals from his/her Supervisor, Business Operations Manager (BOM), Department Chair/Division Manager, and ALD/Staff Office Director, and then submit the completed Application to his/her Human Resources Manager (HRM) at least 60 days in advance. Such arrangement is subject to available funding.

The individual who is approved for Phased Retirement is transferred, effective the following day after their termination date, to the position of Scientific Advisor or Staff Advisor for a one-year, renewable term appointment.

If the Scientific Advisor or Staff Advisor is returning to BNL after a termination period, s/he must arrive for work at BNL on the first day of the start of the new Phased Retirement position and report to HR to complete his/her I-9 form, W-4 form, Conflict of Interest form, and patent agreement, and any other new hire documents required for the position. New hire orientation and training (unless expired) is not required.

### **Additional Program Information**

1. Approved Phased Retirement is in effect for one year from the start date in the program and can be renewed via mutual agreement between the individual and his/her manager.
2. Approval to participate in the Phased Retirement program is subject to the needs of the BNL Department/Division and is not an entitlement.
3. All Phased Retirement arrangements are subject to approval by the Department Chair and Associate Laboratory Director (ALD) and, at the option of BSA, can be terminated during the year based on funding.
4. Scientific Advisors or Staff Advisors may elect to terminate from the phased retirement program prior to the one-year expiration date of their Phased Retirement Application, but must give proper notice to their supervisor.
5. Phased Retirement program participants are classified by BNL as active part-time employees with the title Scientific Advisor or Staff Advisor.
6. Scientific Advisors or Staff Advisors are not excluded from a workforce reduction action while in the Phased Retirement program and such reductions, and re-employment, if any, will be in accordance with all BNL policies and procedures.
7. Individuals who hold Emeritus status will not be required to relinquish this status. However, in the HRIS, the status will be changed to Scientific Advisor. When the individual ends their participation in the Phased Retirement program, his/her status will be changed back to Emeritus in HRIS.
8. BSA employee benefit programs will end for individuals on Phased Retirement. The Phased Retiree may be eligible to extend certain benefits through COBRA or the BSA medical program for retirees.
9. If there are any changes to the terms of Application, a new Application must be completed and approved.
10. Non-Exempt employees participating in the Phased Retirement Program are not permitted, under any conditions, to work more than 936 hours per year, and cannot work more than 40 hours per week without permission from their supervisor.
11. Hours worked by a Non-Exempt Scientific Advisor or Non-Exempt Staff Advisor must be tracked by the supervisor to ensure that no more than 936 hours are worked within a one-year period.
12. Scientific or Staff Advisors are not included in the annual employee performance appraisal process or the annual salary review.
13. As part-time employees, all Scientific Advisors or Staff Advisors are eligible for service awards.
14. During Phased Retirement, employment will be subject to all applicable BSA policies and procedures, including but not limited to: outside activities, standards of conduct, protection of laboratory intellectual property and third party proprietary and confidential data, export control disciplinary action, and mandatory training.
15. BSA, at its sole discretion, reserves the right to amend, modify, or terminate the Phased Retirement program at any time.

### **Definitions**

**Work** is defined as any product and/or contribution to a deliverable for a BNL project that is funded by a customer. Examples of work include, but are not limited to:

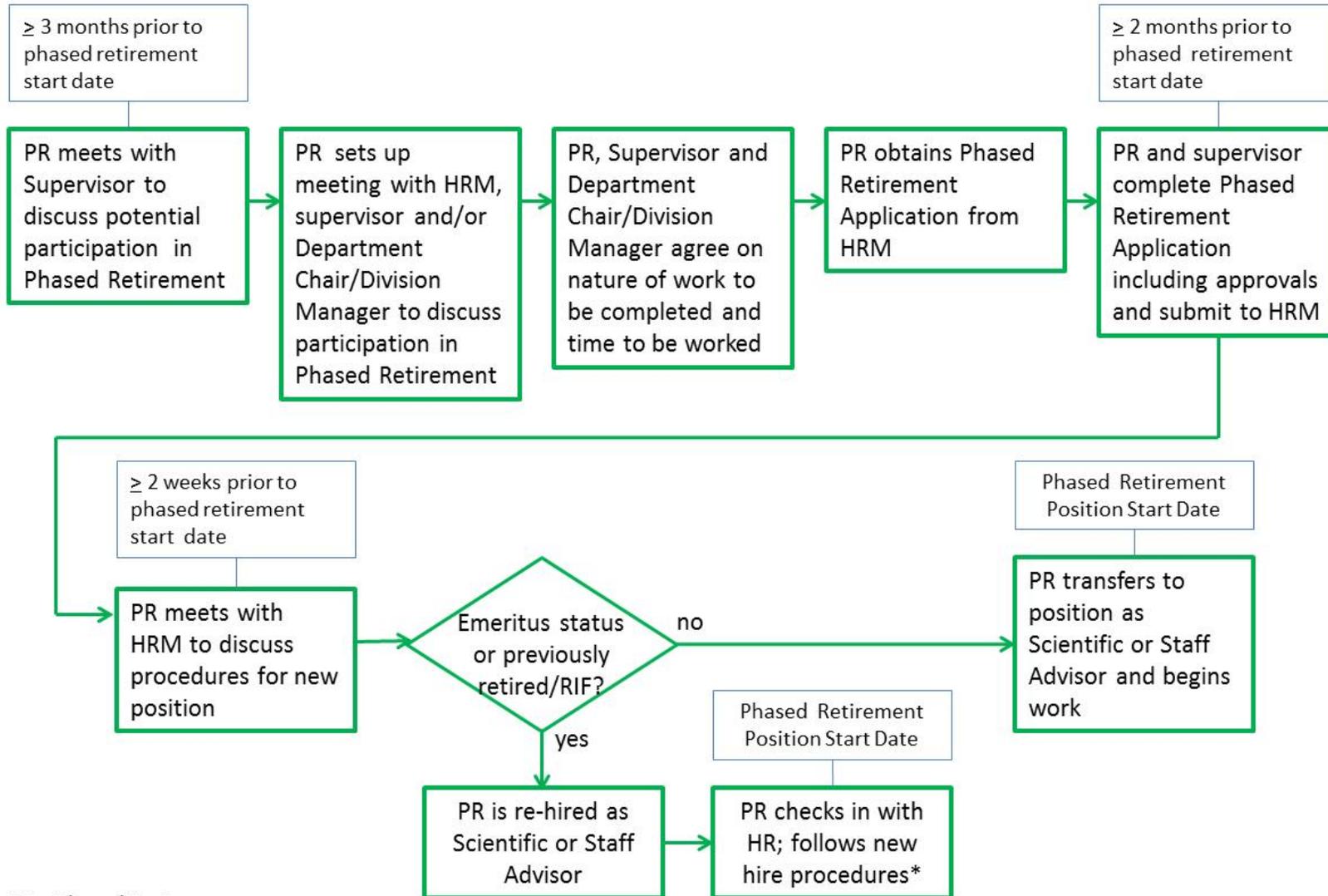
- Knowledge and/or skills transfer to staff such as providing advice and participating in scientific discussions based on previously acquired knowledge and experience, including mentoring.
- Producing reports or publications that will be used by BNL or cited as being produced by BNL.
- Performing shift work and/or collecting data at a user facility or experiment.

- Performing data analysis that will contribute to a research project or experiment.
- Software development, maintenance and/or configuration.
- Submitting proposals or working on funded proposals.

### **Resources**

1. Phased Retirement Brochure
2. Phased Retirement Application
3. Website: <https://www.bnl.gov/hr/benefits/retirement-guide.php>

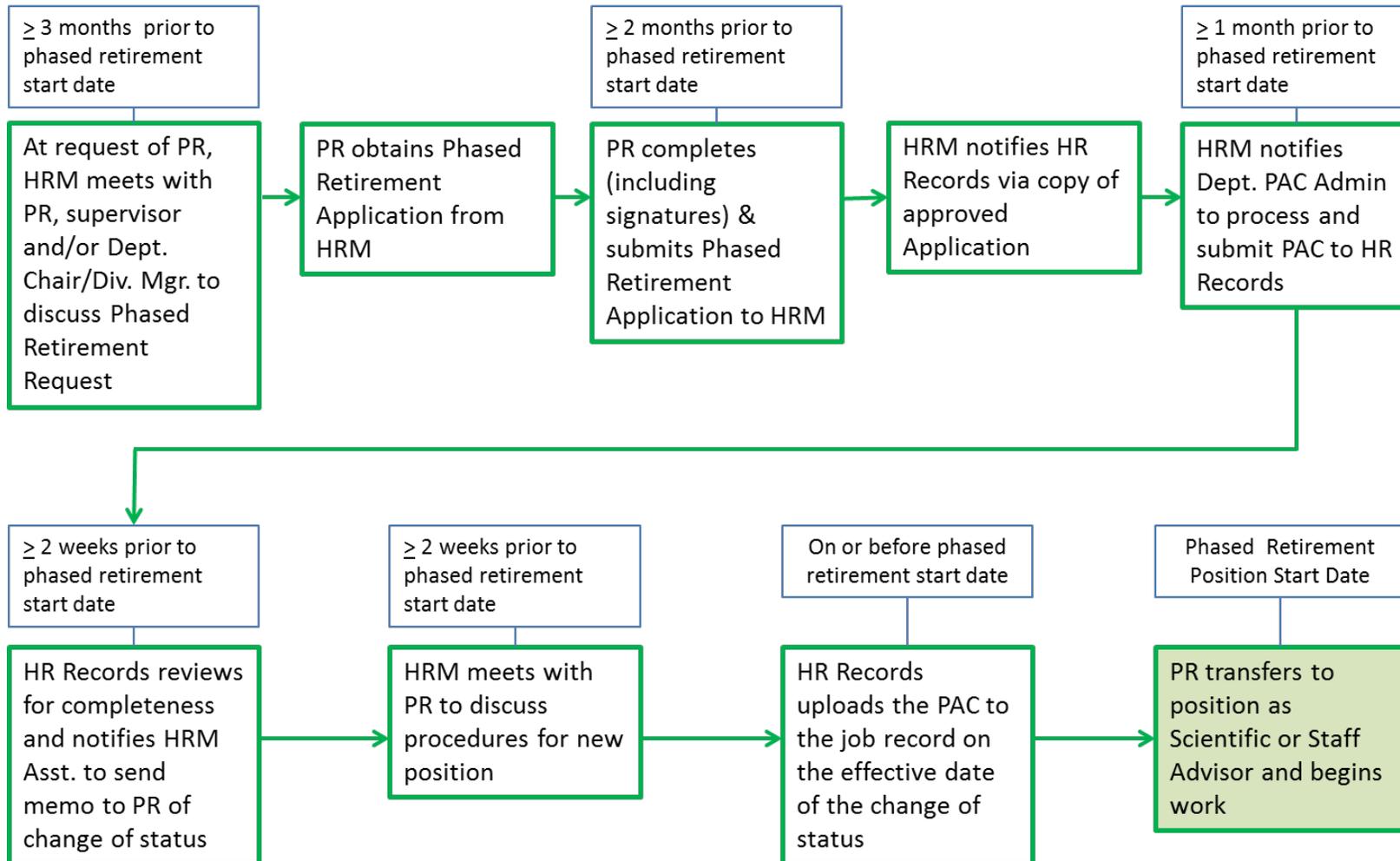
## Phased Retirement Program: Phased Retiree Process Flow Overview



PR = Phased Retiree

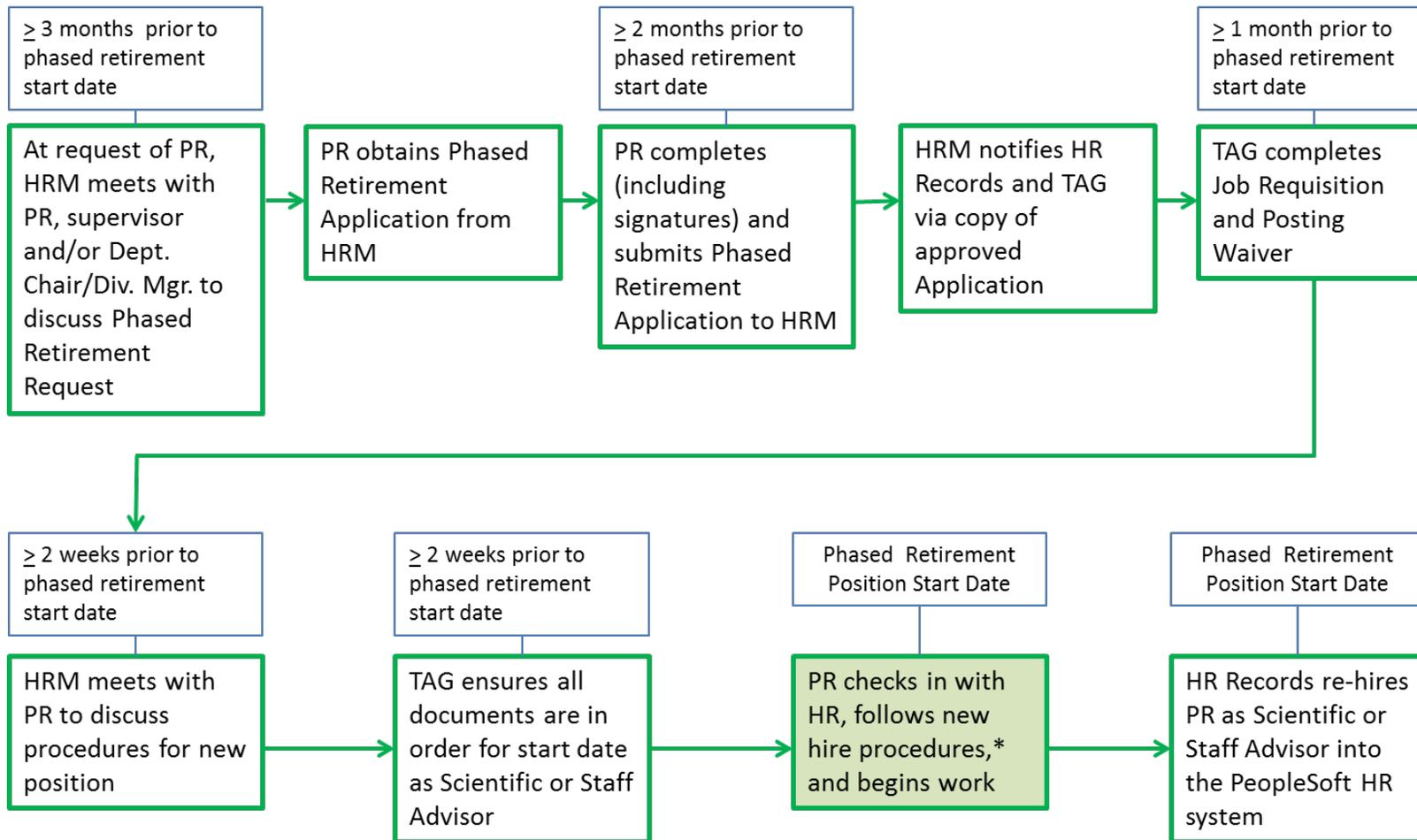
\* = training orientation/requirements waived

## Phased Retirement Program: Human Resources Process Flow Overview for Current Employee Transferring to Phased Retiree Position



PR = Phased Retiree

## Phased Retirement Program: Human Resources Process Flow Overview for Re-Hire into Phased Retiree Position



PR = Phased Retiree

\* = training orientation/requirements waived