



UT Health Science Center: HR0375-H Retirement Plans	
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No./Title: 375 – RETIREMENT PLANS	Resp. Office: HUMAN RESOURCES	Effective Date: 04/01/1977
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Related Policies:		

OBJECTIVE

As a condition of employment, University policy requires that all regular full time staff and faculty employed after July 1, 1972 enroll in a retirement plan offered through the University. Policy HR375 and the guidelines below set forth the requirements and provisions of participation in a retirement plan.

WHO IS AFFECTED?

All regular full-time and part-time employees. Retirement enrollment for part-time employees is optional.

PROCEDURE

Retirement information is provided by the Benefits department during New Employee Orientation. Enrollment forms must be submitted to the Benefits Office within the first 30 days of employment.

When an employee is reclassified from non-exempt staff to an exempt staff position the employee may transfer participation from TCRS to the ORP. If the application for the transfer is made within ninety (90) days of the reclassification, the transfer will be effective one month of the date the application is received by the Systems Benefits and Retirement Services office in Knoxville.

If an employee leaves the University before retirement several options are available depending upon the length of employment and the retirement plan. Upon request, Benefits will provide information on withdrawal, transfer, continuation, etc.