



**Office of the President**

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## Memorandum

**To:** All MSU Employees  
**From:** Jay Morgan, President  
**Date:** October 29, 2018

As you may remember, last spring we offered our full-time employees the voluntary option to modify their working months, retire, move to half-time employment, etc., all in a cafeteria-style approach.

As we continually need to remain budget minded, and after consultation with our University Vice Presidents, we want to extend the same offer to our campus again this year. Please note that these options are voluntary for the employee, but also require administrative approval.

In order to facilitate the various programs again we are offering our employees the same cafeteria-style options. Any interested employee should submit their short, written proposal (paper or email) to their supervisor for consideration, and also provide a copy to their respective Vice President, or Assistant Vice President in cases where there is not a Vice President. Each proposal will be evaluated based on the impact it will have on the specific department/unit and the overall University. It is important to note that all proposals are subject to final approval by the division Vice President/Assistant Vice President and the President, and must be in accordance with Kentucky Revised Statute and/or University policy.

The following voluntary options include:

- 1) Any MSU faculty member who may wish to voluntarily retire from MSU may do so through a transitional/phased employment contract for next year, 2019-2020 AY. The faculty member would be eligible for half-time salary for a half-time teaching load. The faculty member may retain their office for the transitional year, plus 6 months. Proposals are due February 1, 2019 to the Provost in writing. (Note: The date for faculty half-time proposals is February 1 to comply with our University policy.)
- 2) Any full-time faculty or staff retiring from MSU on or before June 30, 2019, for any reason (other than cause), may retain their eligibility for tuition benefits for themselves, their spouse, or their legal dependents (per MSU Policy) for three (3) years post separation (July 1, 2019-June 30, 2022). Proposals are due by February 1, 2019 to your Vice President or Asst. Vice President in writing.

- 3) Any staff member wishing to voluntarily reduce their employment from full-time to part-time status (not to exceed 22.5 hours per week) effective July 1, 2019, may retain a pro-rated salary congruent with their hours worked. Individuals exercising this option may retain their tuition benefits for themselves, their spouse, or their legal dependents (per MSU Policy) for three (3) years post June 30, 2019. Proposals are due February 1, 2019 to your Vice President or Asst. Vice President in writing.
- 4) Any faculty or staff member voluntarily separating from MSU, or voluntarily reducing their employment from full-time to part-time as noted in #1, 2, or 3 above, may receive, if desired, a free MSU parking tag and two free memberships to the MSU Recreation Center for 2019-2020. If you wish to be considered for these items please notify your supervisor and Vice President or Asst. Vice President in writing by February 1, 2019.
- 5) Any staff member wishing to voluntarily reduce their employment from 12 months to 9, 10, or 11 months in duration should speak to their Vice President or Asst. Vice President. The annual salary would be adjusted from 12 months to the corresponding months, accordingly. If you wish to be considered for this please provide a proposal by February 1, 2019 to your Vice President or Asst. Vice President in writing.

I encourage anyone interested in considering these voluntary options to discuss them with your supervisor verbally, consult your division Vice President or Assistant Vice President, check with MSU Office of Human Resources if you have questions, and then prepare a formal proposal for consideration.

Thank you for what each of you do each day.