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INFORMATION FOR UNIVERSITY RETIREES AND PHASED/PROSPECTIVE RETIREES

Updated annually by the University Senate Committee on Retiree Rights and Benefits*

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu 1246 W. Campus Road, Room 153A, Lawrence, KS 66045, (785) 864-6414, TDD (785) 864-2620, TTY 711

Retirees Handbook updates: 08/07 (Computer Services); 10/07 (Ambler Student Recreation Fitness Center); 11/07 & 10/08 (parking); 4/12 (nondiscrimination statement); 5/12, 10/13, 5/14, 5/15 (general updates)

This document resides at:

<http://policy.ku.edu/human-resources/retirees-handbook>

http://policy.ku.edu/sites/policy.ku.edu/files/retirees-handbook_0.pdf

***Note: This information is subject to change at any time. Please consult the KU Policy Library (<http://www.policy.ku.edu/>) for current information about specific policies pertaining to retirement and retiree matters.**

RE: RETIRED and/or EMERITUS FACULTY. Like many universities, KU makes a distinction between "retired" and "emeritus" faculty (see <http://policy.ku.edu/provost/emeritus-status>). At retirement the faculty member's Chair automatically requests emeritus status from the Dean if the faculty member has served KU full time for at least 10 continuous years, is at least 55 years of age, and is in good standing with the university. In some academic units, emeritus faculty have special privileges, as noted in this Handbook.

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GENERAL INFORMATION AND HELP

*Upon retirement a member of the faculty, unclassified staff, or University support staff moves from **active** (a person with an active payroll appointment) to **affiliate** status (a person without a payroll appointment, yet who is eligible for access to University services) and remains on the HR/Pay database.*

Faculty and staff with retirement-related questions may contact the Benefits office of [Human Resources](#) at benefits@ku.edu, (785) 864-4946, or Room 150 Carruth-O'Leary.

ATHLETICS

For sports other than men's basketball and football, contact the [KU Athletics](#) ticket office: (785) 864-3141

The Office of University Governance (785-864-5169) holds policies concerning [Men's Basketball tickets for faculty, staff & retirees](#) and [Men's Football Seating](#).

AUDITING COURSES -- (Note: at the moment [May 2014], the Registrar's Office does not use the word "audit"; instead, it uses the phrase "non-degree seeking" to describe retirees sitting in on classes) In accordance with Kansas Board of Regents policy, any Kansas resident 60 years of age or older may audit courses at state universities on a space available basis and with waiver of tuition, as a **non-degree seeking "visitor" student**. Auditors under the age of 60 pay a fee. For more information, consult the [Registrar Visitor/Senior Citizen Waiver website](#).

BOOKSTORE -- With KU ID available from the [KU Card Center](#), retirees receive the same discounts as active faculty and staff at the University Bookstore.

CHANGE OF ADDRESS -- Retirees are urged to inform the Department of Human Resources of any changes in addresses, both mail and e-mail. Call this information to (785) 864-4946, e-mail to humanresources@ku.edu, or send via Federal mail to The University of Kansas, Department of Human Resources, Carruth-O'Leary Hall, 1246 West Campus Road, Room 103, Lawrence, KS 66045-7505.

CREDIT UNION -- Current accounts of retirees in the [Truicity Credit Union](#) (formerly the KU Credit Union) and the [KU Medical Center Credit Union](#) continue to be active and retirees may join the credit unions and open new accounts as affiliates of the University of Kansas.

EMAIL & COMPUTER SERVICES -- Retirees may continue to use the KU electronic mail system and their [e-mail](#) address, with adherence to the university [electronic mail policy](#). Spouses of deceased retirees or other members of their family are not eligible to obtain KU email accounts.

ENDACOTT SOCIETY (785) 864-9761-- Housed in the Adams Alumni Center, the Endacott Society (a KU affiliate organization) provides a variety of educational, cultural, and social activities for retired faculty, professional staff, and University support staff and spouses. Retiring faculty and staff and their spouses who have officially retired from the University of Kansas, and are members of the Kansas University Alumni Association, are eligible for membership in the Endacott Society. Faculty and spouses who have officially retired from another four-year institution of higher education who are members of the Kansas University Alumni Association, and who reside in the Lawrence area, are also eligible. If not a life-time member of KUAA, one must pay discounted KUAA annual dues of \$25 for a single retiree and \$30 for a

joint membership. To sign up for the Endacott Society list-serve send the message SUBSCRIBE EMERIT-L with your name to listproc@listproc.ku.edu (e.g., "subscribe emerit-l Jane Doe").

FOOD SERVICE -- Retirees may purchase meal plans from KU Dining Services with an active KU Card from the [KU Card Center](#). The meal plan is loaded onto the KU Card, which is presented to cashier for payment when a meal is purchased.

HEALTH INSURANCE

Upon retirement the University of Kansas no longer contributes toward the health insurance premium. The State's health care coverage ends the last day of the month of active employment. *Retirees may continue in the State health insurance, and may cover spouses and other eligible dependents, by electing one of the various plans offered and by paying the full premium. When Medicare eligible, the retiree must enroll in Medicare, which becomes the primary insurer, and can elect a State of Kansas plan retiree health plan as the secondary insurer.* Find additional information about the State of Kansas current retiree health plans at <http://humanresources.ku.edu/retirement-new> or <http://www.kdheks.gov/hcf/sehp/directbill.htm>.

Details of all plans are available each year during the Open Enrollment period (generally the month of November, for changes effective the following January); information is mailed to participants from the State Employee Health Plan, which is part of the Kansas Department of Health & Environment. State of Kansas retirees are considered "Direct Bill" participants and premiums are deducted monthly from the retiree's bank account. For assistance with retiree health plan issues, contact the State of Kansas [Retiree/Direct Bill](#) staff at the numbers or emails listed, or call the toll-free phone number 866-541-7100, or write the Kansas Department of Health & Environment, Room 900-N, Landon State Office Building, 900 SW Jackson Street, Topeka, KS 66612.

KU ON WHEELS and Parking's Park & Ride -- Retirees may ride campus buses at no charge by showing a KU ID card from the [KU Card Center](#); they may obtain a permit for the [Park & Ride](#) lot free of charge. Click for route maps, schedules and more information, or call 864-4644.

LETTERHEAD/ENVELOPES -- Retired members of the faculty and staff may use departmental letterhead and envelopes when engaged in professional activities related to their current or former University responsibilities.

LIBRARY PRIVILEGES -- Retirees have full library privileges as KU affiliates. All patrons are required to present the [KU Card](#) to check out or renew library materials and to request library services.

LIED CENTER EVENTS -- For those age 62 and older, the Lied Center has a 10% discount on tickets. For information on tickets and ticket discounts, or to inquire about volunteer opportunities that include admission to events contact the [Lied Center](#) Ticket Office (785) 864-2787.

NEWS SERVICE, KU -- The best way to keep current on university news is to subscribe to [KU Today](#), the university's electronic newsletter. Subscription forms are available (<http://news.ku.edu/>).

OSHER LIFELONG LEARNING INSTITUTE offers lifelong learning classes for a modest fee that Retirees may find interesting.

PARKING PERMITS -- Retiree parking permits are available, with retiree ID, at the Parking and Transit

Office, 1501 Irving Hill Road; phone 864-7275. These permits carry an annual fee and expire July 31 (for current fees: [KU Parking](#)); after October 1 the permit cost is prorated. Retirees also have the option of a free permit for the Park & Ride lot. For the initial retiree's permit, the retiree should go directly to [Parking and Transit](#). The Parking & Transit office sends out renewal reminders in the summer. Parking regulations define "retiree" as "any faculty or staff member who has retired from the University of Kansas who has NOT returned to active employment on campus."

PIONEER CEMETERY -- Cremation burials in [Pioneer Cemetery](#) (administered by KU Endowment) are available to retired faculty, qualifying unclassified administrators, and spouses of either (all costs are borne by families or estates of the deceased). Eligibility typically requires 15 years or more of university service. For information contact Monte Soukup: msoukup@kuendowment.org; 785-832-7435.

RECREATIONAL FACILITIES

Robinson Center On presentation of KU ID from the [KU Card Center](#), retirees have free access to the facilities of Robinson Center. An annual pass for a spouse or significant other can be purchased in Room 124 Robinson Center. Lockers may be rented for an annual fee. Click on [Robinson Center](#) or call the Information Line, (785) 864-3385 or (785) 864-0795.

Ambler Student Recreation Fitness Center -- KU retirees may purchase a membership to the Ambler Student Recreation Fitness Center in Room #103, with verification of status prior to activation of membership; retirees must show KU ID Card from the [KU Card Center](#). KU retirees are eligible for a one-time, one-week free trial membership to the center. Click for [further information and ASRFC hours](#), or call (785) 864-3546.

REHIRING RETIREES -- Rehire of retirees is initiated at the unit level and is governed by [University Retiree Rehire policies](#).

RESEARCH SUPPORT

Several units of the University provide research support to retired faculty. Please see the [KU Center for Research, Inc.](#) for further information or call (785) 864-3441.

Other support, including lab space, office space, endowment funds for travel and research, and secretarial support, is provided at the discretion of the individual units.

RETIREE ID -- A retiree photo ID is available for no charge at [KU Card Center](#) on the 4th floor of the Kansas Union. The card can be used at the library and as a [stored-value account](#) that can be used on campus for photocopying, printing, bookstore, and food purchases. There is a charge for the replacement of lost cards. [Card Center](#) hours: 8 a.m.-4:30 p.m. M-F; phone: (785) 864-5845.

SPRAGUE APARTMENTS -- Retiree apartments are available for lease to retired faculty, qualifying unclassified administrators, and their surviving spouses. Management of the apartments is by [Midwest Property Management](#); for availability and rates call (785) 841-4935.

THEATRE, UNIVERSITY -- Retirees are eligible for two complimentary tickets for a main stage event, annually. To be included on the retirees' mailing list, call the Box Office, (785) 864-3982, early in the summer after retirement.

VOTING PRIVILEGES

University Senate and Faculty Senate: Meetings are open to the public, though only members may vote. Any member of Senate may move to permit a non-member of Senate to speak for a specified time on the issue under consideration, with a two-thirds majority of those present and voting required for approval. See the University Senate Code, University Senate Rules and Regulations or Faculty Senate Rules and Regulations for additional policies and procedures.

Meetings of the Unclassified Senate are open to all, but voting privileges are reserved for active employees who have been elected to Senate membership. Click for all [Unclassified Senate policies](#).

Meetings of the University Support Staff are open to all, but voting privileges are reserved for active employees elected to USS Senate.

Academic departments and programs -- Voting privileges in academic departments and programs are determined by the faculty in those units.

College of Liberal Arts and Sciences and the professional Schools -- Voting privileges for emeriti faculty vary considerably. Interested retirees are advised to consult the appropriate dean's office or the bylaws, code, or governance documents of the school. Phone numbers, and, where available, the relevant website addresses are reproduced below.

- [College of Liberal Arts and Sciences](#) -- 864-3661
- [School of Architecture, Design and Planning](#) -- 864-4281
- [School of Business](#) -- 864-7500
- [School of Education](#) -- 864-3726
- [School of Engineering](#) -- 864-3881
- [School of Journalism & Mass Communications](#) -- 864-4855
- [School of Law](#) -- 864-4550
- [Libraries](#) -- 864-8983
- [School of Music](#) -- 864-3436
- [School of Pharmacy](#) -- 864-3591
- [School of Social Welfare](#) -- 864-4720

WATKINS MEMORIAL HEALTH CENTER & PHARMACY -- Retirees of the University of Kansas are entitled to use the pharmacy, laboratory, radiology, physical therapy, and allergy and immunization/travel clinic with written order from an outside physician. However, [Student Health Services](#) is not a Medicare provider. For further information see the SHS website, email studenthealth@ku.edu, or call (785) 864-9500.

WOMEN'S CLUB, UNIVERSITY -- Membership in the University Women's Club is open to all current and retired women faculty and staff members; to the spouses (male or female) of current and retired faculty and staff members; to women graduates of the University of Kansas; and to current and retired faculty from other universities and their spouses. Information about the club and its activities is available at <http://uwcku.blogspot.com/>.