

# CITY COLLEGES<sup>®</sup>

## OF CHICAGO

### IMPORTANT RETIREMENT NOTICE

The current negotiated collective bargaining agreements between the Board of Trustees and the Cook County College Teachers Union, Local 1600, AFT, have resulted in new terms and procedures for the Retiree Salary Enhancement Program.

The rules for the Retiree Salary Enhancement Program of the 2022-2026 Local 1600 collective bargaining are as follows:

1. **Eligible employees can give notice of their retirement by October 15 of 2023 through 2025 or May 1 of 2024 through 2026.**
2. **The enhancement is a LUMP SUM payment which will be paid to participating employees in the second pay period of December, May, or June depending on date of retirement.**

Excerpts from the collective bargaining agreements for Local 1600 faculty, training specialists, and professional employees defining eligibility and retirement options are as follows:

Article VII.L.1 (Article VI.K.1): A faculty member (professional employee) who is at least 55 years of age, and who has been employed by the Board as a faculty member (professional employee) for ten (10) years as of August 31 of the year of retirement, shall have the option to elect to have his scheduled calendar year salary enhanced by 30 percent of his accumulated sick leave. This enhancement shall be for a maximum of two (2) calendar years and will be deducted from any incentives offered under Article VII.K.

Article VII.L.5 (Article VI.K.5): Employees who give notice of retirement by October 15 of 2023 through 2025 may retire prior to the beginning of the Spring semester of that academic year and they shall receive one enhancement in the calendar year of the notice of retirement. Employees who give notice of retirement by October 15 of 2023 through 2026 may retire on July 31 of the following year and they shall receive one enhancement in the calendar year of the notice of retirement and a second enhancement on the following calendar year. Otherwise, employees must give notice by May 1 of 2024 through 2026, in order to retire at the end of the Spring semester in two years and they shall receive one enhancement in the school year following the notice of retirement and a second in the subsequent school year.

**Please refer to the Local 1600 Collective Bargaining Agreements for more detailed information.**

Documents related to the Local 1600 Retirement Enhancement Program include:

1. Retiree Salary Enhancement Contract
2. Retiree Salary Enhancement Worksheet for your personal use which you can retain
3. Salary Enhancement Schedule divided into four phases with retirement options ranging from the end of Fall 2023 through July 2028.

The Retirement Enhancement Contract and the other documents are available on the City Colleges of Chicago website at: <http://www.ccc.edu/departments/Pages/Salary-Enhancement.aspx>

For those employees electing to take advantage of this opportunity, please complete the following steps:

- 1) Prepare a letter with your intent to retire and submit it to the HR Manager and College President at your location.
- 2) Complete the Retiree Salary Enhancement Contract in its entirety.
- 3) Send a copy of the letter and the completed contract, via certified mail to the office of Human Resources at District Office by the appropriate deadline.

If you plan to retire prior to the beginning of the Spring 2024 semester with option A, or after the Spring or Summer 2024 semester with option B, or after the Spring or Summer 2025 semester with option C, the completed and signed Retiree Salary Enhancement Contract and a copy of your retirement letter to the College President must be received by certified mail **NO LATER THAN November 15, 2023**, for option A and option B and option C per the collective bargaining agreement to:

City Colleges of Chicago  
Office of Human Resources  
Compensation Design & Strategy Department  
Attn: Salary Enhancement Program  
3901 S. State St.  
Chicago, IL 60609

Carefully review all information provided. Please be aware that all deadlines are firm and absolute. You should contact the State Universities Retirement System of Illinois (SURS) at 1-800-275-7877 for information regarding your retirement benefits. **Once the retirement is approved by the Board, the retirement election is irrevocable.**

Should you have any questions, you may contact the Office of Human Resources, Compensation Design & Strategy Department at [compensation@ccc.edu](mailto:compensation@ccc.edu) or (312) 553-2715.