



Minnesota
STATE COLLEGES
& UNIVERSITIES

Supplemental Retirement Plan (SRP)

Eligibility Quick Facts

For more detailed information, please refer to the [SRP Step-by-step process](#).

Only **academic unclassified** faculty and staff employees **may become eligible to participate** in the SRP. This includes MnSCU Administrators. It does not include any classified employees, including Rule 10 positions.

There is a **waiting period** before a new academic unclassified employee is eligible for the SRP. The waiting period is 2 fiscal years of full time employment. Deductions for SRP begin the fiscal year following completion of the eligibility waiting period. These years of full time service to satisfy the waiting period do not need to be consecutive.

The **definition of a year of full time service** for the waiting period prior to eligibility is based on bargaining unit:

- For faculty units 209 and 210, IFO and MSCF, full time means a total FTE of 1.0 within the employee's academic year of all faculty unit assignments, excluding summer sessions.
- For all other units (211 – MSUAASF, 214 – unclassified MAPE, 216 – unclassified MMA, 220 – MnSCU Administrators, 217 – positions comparable to unclassified MAPE and MMA), full time means 10 full months or more of full time service in a fiscal year. This is NOT total FTE. The employee must work full time. Multiple periods of full time work may be accumulated to reach the 10 months or more of service. 217 duty days or more of full time work is equal to 10 months of full time work.
- Time spent on unpaid Military Leave counts towards the 2 year waiting period.

All **time worked** at all MnSCU institutions is **aggregated** to determine eligibility for the SRP.

Once an employee is eligible, **coding must occur** in SCUPPS and interface to SEMA4 for **each job record** held by the employee so that SRP deductions are taken from the employee's pay.

With the exception of the paragraph below, an employee who is **once eligible for SRP** is **always eligible for SRP** in all subsequent academic unclassified positions throughout MnSCU, even if an employee drops from full time employment to very part time employment, or if there is a break in service between periods of employment.

The only event that changes a previously eligible employee to an **ineligible status for SRP** is the employee's **receipt of a retirement annuity** from a defined benefit plan, or **receipt of a retirement distribution** from a defined contribution plan, regardless of the employee's receipt of SRP funds. If an employee "retires" from MnSCU service and returns to work anywhere within MnSCU before beginning to receive a retirement annuity or prior to taking a retirement distribution, the employee is subject to both regular and supplemental retirement deductions.