




## EMPLOYEE RETIREMENT, RESIGNATION & TERMINATION POLICY

Policy Number	Responsible Department	Effective Date	Approval
BOD 7.01	Board of Directors	January 22, 2026	 Board of Directors

### I. PURPOSE:

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Employee Retirement and Termination Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. POLICY:

This policy outlines the procedures followed by the Rhode Island Public Transit Authority's Human Resources Department upon the retirement or termination of an employee.

### III. PROCEDURES:

#### Retirements

Employee retirement requests must be forwarded to the Human Resources Department from the employee's manager, for non-represented employees or from the employee's union representative, for represented employees. The request must request pension eligibility on a specific date. The Human Resources Department will respond in writing, providing the level of anticipated pension payments based upon the employee's age and years of service.

The retiring employee will then be accompanied to the Human Resources Department by either their manager, for non-represented employees or their union representative, for represented employees, to sign pension documents. At this time, the employee will be provided with information regarding vision plan COBRA participation. Required changes will also be made to health, dental and life insurance benefits.

The Human Resources Department will then bring pension requests before RIPTA's Joint Pension Board for approval. The Joint Pension Board meets on a

monthly basis. Any discrepancies not resolved during Pension Board discussions may be brought to arbitration.

Upon approval by RIPTA's Joint Pension Board, the Human Resources Department will forward pension information to RIPTA's outside pension management company. A memorandum will also be forwarded to RIPTA's Payroll Department indicating the last day of employment and pro-rated vacation accruals. Copies of all pension related paperwork will be added to the employee's file in the Human Resources Department.

If the employee has a RIPTA computer account, RIPTA's Information Technology Department will be notified to terminate the employee's system access. The Human Resources Department will also disable the employee's security badge.

Retired employees are also provided with a lifetime bus pass from RIPTA. Retired employees are required to have their passes renewed every 5 years at RIPTA's Photo ID Office.

### **Resignations**

Employees voluntarily leaving employment at RIPTA (without pension) are responsible for informing the Human Resources Department of their resignation in writing. The employee will be provided with information on COBRA eligibility for health, vision and dental care.

A memo will be sent to the Payroll Department, indicating the employee's last day of employment at RIPTA. If the employee has a RIPTA computer account, RIPTA's Information Technology Department will be notified to terminate the employee's system access. The Human Resources Department will also disable the employee's security badge.

If an employee is not vested in the pension plan (non-vested employee), following their last day of employment, the employee will be mailed a form allowing them to request the return of their pension contributions. Signed copies of these forms will be forwarded by the Human Resources Department to RIPTA's pension management company.

Employees vested in the pension plan (vested employees) who resign from RIPTA must contact Human Resources for pension figures upon reaching retirement age.

### **Terminations**

Employees who are terminated will be provided with both verbal and written notice documenting the date of their termination. Verbal notice is always made during a

meeting with the employee and an accompanying witness. Minutes from this meeting are added to the employee's file.

The Human Resources Department will also provide notification to Payroll Department and the appropriate department head of the employee's department, indicating the date of the employee's termination. Depending on the employee's "years of service", information related to pension eligibility, COBRA participation and pension contributions are forwarded to the employee's home address. Health coverage is always terminated on the last day of the month the employee was terminated.

The termination of certain employees may be effective immediately. Terminated employees are asked to turn over badges, keys, radios and other RIPTA property. Depending on the situation, employees may also be escorted to collect their personal belongings and off the premises. If the employee is not able to collect all personal belongings at the time, the Human Resources Department will box and log all personal effects and forward them to the employee's home address.

If the employee has a RIPTA computer account, RIPTA's Information Technology Department will be notified to terminate the employee's system access. The Human Resources Department will also disable the employee's security badge.

## **RETURN OF RIPTA PROPERTY**

Department heads and supervisors are responsible for ensuring that retiring, resigning or terminated individuals turn all RIPTA property in on their final day.