



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
6/1/98**

**REVISION  
1**

**PAGE  
D5-150.0**

SUBJECT

**RETIREMENT PLANS**

SUB-TOPIC

**SOCIAL SECURITY (OLD AGE AND SURVIVOR'S INSURANCE)**

THE PROGRAM

All employees, including part-time student employees (excepting non-citizens on temporary visas), are required by federal and state law to participate in this program which can provide retirement, disability, and survivor benefits. Retiring employees should contact the local Dallas Social Security Administration Office three (3) to four (4) months prior to their actual date of retirement to insure proper receipt of benefits. Instructions will be given for filing application, which must be accompanied by a birth certificate or other proof of age.

The Payroll Section of the Accounting Office is responsible for deducting the amount of Social Security Tax prescribed by federal law from an employee's wages; therefore, the employees need not be concerned about any premium payments.

Questions regarding this program should be directed to either the Human Resources Office of the local Social Security Administration Office.

BENEFITS

1. RETIREMENT

Any fully insured employee may retire at age sixty-two (62) with partial retirement benefits or age sixty-five (65) with full retirement benefits.

2. DISABILITY

If an employee becomes totally disabled before age sixty-five (65), he/she is entitled to a disability income which is generally the same as age sixty-five (65) retirement benefits.

3. SURVIVOR

Survivor benefits are payable to a dependent spouse and/or children. In addition, a lump sum death benefit is also payable.

Any faculty member who has reached age sixty-two (62) and teaches for only nine (9) months of the year may draw Social Security during the summer months, regardless of the amount of wages he/she is paid for the nine (9) month session. Even though the faculty member has elected to be paid over a twelve (12) month period for teaching nine (9) months, this does not affect the above benefit payments.