



Office of Human Resources
Grinnell College
Grinnell, Iowa 50112-1690

641-269-4818
fax 641-269-4885
www.grinnell.edu

December 15, 2008

Dear Grinnell College Staff,

The College is in the process of planning our annual budget for next year. As you know, we are in an economic recession and like most institutions we are developing our budgets for next year very watchfully. Part of our planning involves predicting how many staff and faculty will be employed by the college in the coming years. To assist the college in forecasting our staff level, it would be very helpful to know how many staff may retire from their position in the coming 24 months.

At this time, we are asking any employees who are planning to retire between now and the end of 2010 to let us know. We understand that things may be tentative, and we are not asking for an irreversible commitment to retire. We are trying to determine how many staff may retire in the next two years. Please contact me in the HR office and let me know your intentions and if you have a general time frame in mind. You can reach me by phone at ext. 4974.

At this time, I also want to remind all staff that the college has a program to assist those who may choose to retire early. The program will assist with paying health benefits until you reach age 65, at which time eligible individuals may move to the College's retiree health insurance plan. You may find this program interesting and something to consider when contemplating retirement. More information is available at <http://www.grinnell.edu/offices/benefits/includes/Early%20Retirement%20Health%20Insurance%20Announcement%20July%202007.pdf>

Thank you for your assistance with this information it will be very helpful to the college as we plan our budget for the next few years.

Sincerely,
Kristin Lovig