

Administrative Procedure 418

RETIREMENT TRANSITION PROGRAM - TEACHERS

Background

The Division supports a Retirement Transition Program which allows teachers 55 years of age or older to access the Alberta Teachers' Retirement Fund (ATRF) pension while still teaching. The teacher would retire from their continuous teaching contract, and they would then be granted a temporary teaching contract for a mutually agreeable period. ATRF regulations provide for a teacher to teach up to .6 FTE of a given calendar year while receiving pension benefits without affecting those benefits.

Procedures

1. Teachers must be 55 years of age or older and hold a part-time or full-time continuing contract with Black Gold School Division. Teachers must be actively at work, on paid medical leave or on secondment at the time of application.
2. A teacher may retire from their continuous teaching contract effective December 31st or later in order to move to a temporary teaching contract for the remainder of the school year, or
3. A teacher may retire from their continuous teaching contract effective June 30th in order to move to a part-time temporary contract for the following school year with the understanding that the contract would extend to June 30th, or
4. A teacher may retire from their continuous teaching contract effective June 30th, in order to move to a full time or part-time temporary contract for the following year where the contract expires on January 31st of the next school year.
5. All transitions to retirement requests must be made in writing and submitted to the Associate Superintendent, Human Resources & Administration a minimum of 30 days prior to the date of retirement. Refer to Appendix for content of sample application letter.
6. Such retirement must be effective the last day of the given month in order that the pension benefit can take effect on the first day of the next month.
7. Once a teacher has moved to the temporary contract, they will cease to pay the monthly contribution to ATRF.

8. Teachers who are considering applying for this Program, will contact:
 - 8.1 The office of the Alberta Teachers' Retirement Fund (ATRF) to discuss their pension eligibility, the impact of the Program on them personally, and their benefit entitlement under this Program.
 - 8.2 Their financial advisor to consider the financial implications of their participation in this Program. (tax implications)
 - 8.3 The Alberta School Employee Benefit Plan (ASEBP) website for information on benefit plans for early retirees.
9. The intention of this Program is to assist teachers with a positive transition to retirement from teaching. Applicants should understand that neither the Division nor the applicant are making commitments to an employment relationship after the completion of the temporary contract.
10. The value and implementation of this Program will be reviewed on a yearly basis. The Division is in no way obligated to continue to offer this Program beyond the school year that this Program is updated. It should not be assumed that this Program will be offered in subsequent years.
11. No employee of the Division is in a legal position to provide advice on the implications with respect to the financial or pension issues related to the Retirement Transition Program and the impact on the individual.
12. Questions regarding the requirements and procedures for this Program may be directed to the Associate Superintendent, Human Resources & Administration.

Reference: Section 51, 52, 196, 197, 222 Education Act
Collective Agreement
Employment Standards Code
Labour Relations Act