

Administrative Procedure 419

RETIREMENT TRANSITION PROGRAM - STAFF IN THE LOCAL AUTHORITIES PENSION PLAN

Background

The Division supports a Retirement Transition Program which allows staff 55 years of age or older, in the Local Authorities Pension Plan (LAPP), who are considering retirement at the end of June or August, to retire earlier, access their pension, and at the same time, continue working as a temporary employee in the same assignment until the last working day of June (10 month employee) or August (12 month employee).

Procedures

1. Employees must be 55 years of age or older and hold a part-time or full-time continuing contract with Black Gold School Division. Employees must be actively at work or on paid medical leave at the time of application.
2. Employees who are considering applying for this Program will contact:
 - 2.1 The Local Authorities Pension Plan (LAPP) to ensure they are eligible and to clarify approval procedures.
 - 2.2 Their financial advisor to consider the financial implications of their participation in this Program. (tax implications)
 - 2.3 The Alberta School Employee Benefit Plan (ASEBP) website for information on benefit plans for early retirees.
3. All transitions to retirement requests must be made in writing and submitted to the Association Superintendent, Human Resources & Administration a minimum of 30 days prior to the date of retirement. Refer to the Appendix for the sample application letter.
4. The employee will submit to the Associate Superintendent, Human Resources & Administration both written notice of retirement effective the last working day of the month they intend to retire and the request to participate in the Retirement Transition Program.
5. Upon receipt of written notice of retirement and the request to participate in the Retirement Transition Program, the employee will be contacted by Human Resources and offered temporary employment effective one business day after retirement date until the last working day of June (10 month employee) or August (12 month employee).
6. Once the above is completed, a Payroll Administrator will contact the employee providing further direction.

7. The intention of this Program is to assist employees with a positive transition to retirement from employment. Applicants should understand that neither the Division nor the applicant are making commitments to an employment relationship after the completion of the temporary contract.
8. 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.
9. 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.
10. 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