

Name of Policy	Pre Retirement Contract Policy	
Description of Policy	This policy covers the provision of pre retirement contracts for academic and general staff members employed on a continuing appointment at ACU	
<input type="checkbox"/> New Policy		<input type="checkbox"/> Revision
Description of Revision		

Human Resources Directorate

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1. Background Information

This policy has been developed in support of the University's Pathways to Retirement Program by providing full-time and part-time staff members with the means to plan towards their retirement by reducing their working hours whilst maintaining full superannuation benefits under the University's Enterprise Agreement or an existing Australian Workplace Agreement.

2. Policy Statement

As a practical commitment to managing an ageing workforce, the University will make available Pre Retirement Contracts as one of a number of flexible, work and life balance arrangements as part of its Pathways to Retirement Program. Subject to approval by the University (see below), staff may enter into a Pre Retirement contract in accordance with the applicable provisions of this policy.

3. Policy Purpose

The University recognises that there may come a time when staff may wish to move from existing full-time or part-time work as part of a strategic plan towards their retirement. Arrangements approved under the application of this policy will provide individual staff members with the means to ease towards retirement whilst maintaining full superannuation benefits. The subsequent retention of their skills, wisdom, knowledge and experience can be utilised by the University for supporting teaching, student learning, research and the mentoring of new staff. The gradual transition of existing staff into retirement will also help facilitate succession planning and institutional regeneration.

4. Application of Policy

- 4.1** This policy shall apply to all academic staff (Levels A to E inclusive) and general staff (Levels 1 to 9 inclusive) who are employed on a continuing full-time or part-time basis greater than (0.4) fraction, who are currently over 50 years of age and up to 59 years of age. The minimum fraction that may be worked on a Pre-Retirement contract is 0.75 of a full time load.
- 4.2** A staff member has the opportunity to vary her/his contract of employment so as to fix the agreed retirement date and reduce her/his salary and workload/fraction to a maximum of 0.75 of her/his existing full-time or part-time working hours/load for a period of 3 to 5 years.
- 4.3** Before a staff member's application to vary her/his contract of employment can be approved, the staff member and the University must agree on the staff member's future retirement date.
- 6.1** The University and the staff member shall continue to contribute to the respective superannuation scheme based on the staff member's full-time salary rate.
- 4.5** In cases where a member of staff who has entered into a pre-retirement contract reaches the prescribed age at which employer contributions must cease, then the University's superannuation contribution will be paid as salary.
- 4.6** All approved pre-retirement contracts must be recorded in writing between the staff member and the University as a variation to the staff member's contract of employment. The variation will outline all conditions and obligations of both the University and staff member.

- 4.7 An academic staff member employed on a pre-retirement contract is eligible to be considered for a post retirement contract prior to the end of her/his pre-retirement contract.

5. Approvals

- 5.1 The authority to approve or decline a staff member's application, and the terms of the pre-retirement contract, rests with the Senior Staff member who may take advice from the Director, Human Resources. In making their determination, the relevant Senior Staff member shall have regard to, among other things, the ongoing strategic and operational needs of the University (including the relevant work units or Schools) and the Mission.

6. Procedures

To make an application to enter into a pre-retirement contract, a staff member would need to:

- be a general or academic staff member employed on a full-time or part-time continuing basis as referred to in subclause 4;
- speak with her/his nominated supervisor about the proposed arrangements first: and then,
- prepare a written application to go to her/his nominated supervisor outlining her/his proposed retirement date and the fraction of work to be undertaken.[NB: this shall normally be 0.75 of the staff member's existing working hours/load subject to the limit established in clause 4.]

- 6.1 The written application to enter into a pre-retirement contract must firstly be submitted to the staff member's nominated supervisor. The application will first be considered by the nominated supervisor before being provided to the relevant Executive Staff Member for consideration. The nominated supervisor will then submit the application to the relevant Executive Staff Member together with any information the nominated supervisor considers may be relevant to the staff member's request.

- 6.2 The relevant Executive Staff Member will consider the staff member's application before it is submitted to the relevant Senior Staff member. The Executive Staff Member may provide the Senior Staff member with any additional information provided by the supervisor, any information the Executive Staff member wishes to provide and a recommendation as to whether the application should be approved or declined.

- 6.2 If the relevant Senior Staff member declines the staff member's application, the staff member will be advised of the decision in writing.

- 6.3 If the relevant Senior Staff member approves, the staff member's application, the staff member will receive written advice from the Human Resources indicating the University's agreement to the pre-retirement contract. The advice shall outline the terms and conditions under which the contract shall operate including the commencement date of the pre-retirement contract, the agreed retirement date of the staff member, the fraction of employment to be undertaken and the maintenance of full superannuation contributions by both the staff member and the University.

- 6.4 The Pre-Retirement contract will not take effect until a variation to contract between the staff member and the University is signed.

- 6.5 If a staff member wishes to terminate their employment prior to their agreed date of retirement, there shall be no repayment obligations on the staff member where at least 2 years has been served under the pre-retirement contract. Where less than 2

years has been served, if a staff member terminates their employment for reasons other than death or permanent incapacity, the staff member shall be required to repay all monies paid by the University by way of maintaining superannuation contributions during the period of the pre-retirement contract up to the date of the staff member terminating.

6.6 A staff member is not entitled to any severance payment on the expiry of her/his pre-retirement contract.

7. Policy Review

The University may make changes to this policy and procedures from time to time. In this regard, any staff member who wishes to make any comments about this Policy is welcome to forward her/his suggestions to the Director, Human Resources.

8. Further Assistance

Any staff member who requires assistance in understanding this Policy is advised to first consult her/his nominated supervisor who is responsible for the implementation and operation of these arrangements in her/his work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus for further advice.