

Q6: Will there be any changes to a staff member's salary or workload if she/he is on a Fixed-Term Retirement Transition Contract?

The staff member will be given the opportunity to reduce her/his salary and workload fraction to 0.65 of her/his existing working hours/load.

Q7: For how long can a Fixed-Term Retirement Transition Contract run?

You may use a fixed-term retirement transition contract for a maximum period of 3 years.

Q8: What will happen if a staff member terminates their employment with ACU before her/his elected retirement date?

If a staff member wishes to terminate her/his employment prior to the elected retirement date there is no penalty if at least two years has passed since the commencement of the fixed-term retirement transition contract. In circumstances where less than two years has passed, the staff member will be required to repay all monies paid by the University by way of maintaining superannuation contributions during the period of the fixed-term retirement transition contract up to the date she/he terminates her/his employment with the University, unless the termination is because of permanent incapacity or death.

Q9: What if a staff member's employment is terminated before the elected retirement date due to permanent incapacity or the staff member's death?

The repayment of monies paid by the University by way of maintaining superannuation contributions does not apply if the staff member's employment is terminated, before the elected retirement date because of permanent incapacity or death.

Q10: Can a staff member move on to a Post-Retirement Contract after their Fixed-Term Retirement Transition Contract is finished?

A staff member is eligible to be considered for a Post Retirement Contract prior to the end of her/his Fixed-Term Retirement Transition Contract.

Q11: Is a staff member entitled to severance pay if their Fixed-Term Retirement Transition Contract is not renewed?

No, a staff member is not entitled to any severance payment on the expiry of her/his Fixed-Term Retirement Transition Contract.

Q12: Will there be any changes to a staff member's superannuation?

Staff members and the University will continue to contribute to the staff member's superannuation account as if they were employed at their pre-existing fraction. This benefit means that the staff member will not suffer any superannuation disadvantage.

Q13: How can a staff member apply for a Fixed-Term Retirement Transition Contract?

A staff member must 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 the proposed retirement date and the fraction of work to be undertaken

Q14: What is the approval process for a Fixed-Term Retirement Transition Contract?

A written application to enter into a Fixed-Term Retirement Transition Contract must firstly be submitted to the staff member's nominated supervisor. The application will be considered by the nominated supervisor before being provided to the executive staff member with any information the nominated supervisor considers relevant to the request. The executive staff member will consider the application before it is submitted to the core planning group member. The executive staff member may provide information from the nominated supervisor and any additional information or recommendations the executive staff member wishes to provide. The authority to approve or decline a staff member's application rests with the core planning group member. If the staff member's request is approved, she/he will receive written advice from the Human Resources Directorate.

Q15: How can a staff member obtain further information on a Fixed-Term Retirement Transition Contract?

If a staff member wishes to obtain further information on a Fixed-Term Retirement Transition Contract she/he should first seek clarification from her/his nominated supervisor or Head of School responsible for the implementation and operation of the arrangements in her/his work area. Should further advice be required, questions should then be directed to the Human Resources consultant who is responsible for the campus on which the staff member works.



Fixed-Term Retirement Transition Contract

Information, Questions and Answers for Staff considering a Fixed-Term Retirement Transition Contract

**Human Resources
Directorate**

Fixed-Term Retirement Transition Contract Important Information

The University has decided to offer a form of fixed-term contract employment to academic staff (Level A to E inclusive), general staff (Levels 1 to 9 inclusive) and teachers in centres who are contemplating a phased process of work reduction at ACU in preparation for:

- retiring from employment at the University and taking up their superannuation pension/lump sum entitlements;
- entering into a post-retirement contract; or,
- taking up one of the flexible superannuation benefits that are emerging for staff of the University (dependent on scheme).

Where such a continuing academic or general staff member or a teacher in a centre voluntarily decides to commit to an agreed future retirement date from ACU, the University may provide her/him with the option of a fixed-term retirement transition contract under the University Enterprise Agreement.

A fixed-term retirement transition contract incorporates the following features. An eligible academic or general staff member or a teacher in a centre employed on a continuing full-time or part-time basis greater than (0.4) fraction, who is over 59 years of age or over:

- will have the opportunity to vary her/his contract of employment so as to fix a retirement date of up to 3 years into the future when she/he will leave the employment of the University unless subsequently employed on a post-retirement contract or otherwise;
- will be provided with part-time work at 0.65 of the existing full-time or part-time working hours/load for a continuing or fixed-term full-time academic or general staff member, or a teacher in a centre;

- will be expected to perform across the normal range of duties that apply through the position description applying to the position she/he occupies, at a reduced level commensurate to the proportion of the position occupied; or in another suitable position into which the person may be transferred as agreed for the duration of the fixed-term retirement transition contract (normally applicable for general staff only);
- will be employed in an ongoing part-time capacity, over the full year for the length of the contract unless, normally only in the case of general staff, and as agreed, the total number of annual hours are worked over fewer weeks;
- may work otherwise in a casual capacity as agreed;
- will receive pro rata payment at the established salary rate for the position as adjusted from time to time with superannuation contributions being paid by the University and the staff member as if she/he were employed on their pre-existing fraction;
- will, in cases where she/he reaches the prescribed age at which employer contributions must cease, receive the University's superannuation contribution which will be paid as salary;
- will only be able to terminate a fixed-term retirement transition contract by bringing forward her/his retirement date (usually for unplanned circumstances) suffering no penalty if the contract has run for two years or more or, if the contract has run for less than two years, after repayment to the University of the maintained level of superannuation contribution; and,
- will not be entitled to severance payment if their fixed-term contract of employment is not renewed.

Fixed-Term Retirement Transition Contract Important Information

Q1: What is a Fixed-Term Retirement Transition Contract?

A fixed-term retirement transition contract allows eligible staff members approaching retirement age to transition from full-time work and plan for their impending retirement whilst maintaining full superannuation benefits.

Q2: Why is there a Fixed-Term Retirement Transition Contract policy for staff at the University?

The University has developed a fixed-term retirement transition policy in recognition of the significant proportion of its workforce that is or will be approaching retirement age in the coming years. A fixed-term retirement transition contract will provide special benefits that some staff members may find beneficial as they plan for their retirement.

Q3: Who is eligible to apply for a Fixed-Term Retirement Transition Contract?

All academic staff (Levels A to E inclusive), general staff (Levels 1 to 9 inclusive) and teachers in centres who are employed on a continuing full-time or part-time basis greater than (0.4) fraction, who are over 59 years of age may apply for a pre-retirement contract.

Q4: When can a staff member apply for a Fixed-Term Retirement Transition Contract?

An eligible staff member may apply for a fixed-term retirement transition contract after she/he turns 59 years of age or older, for up to a maximum of three years before her/his proposed retirement date.

Q5: What must a staff member agree to under a Fixed-Term Retirement Transition Contract?

The staff member and the University must agree to and set in place a future retirement date for the staff member.