

Name of Policy	Post Retirement Contract Policy	
Description of Policy	This policy covers the provision of post retirement contracts for academic staff at ACU.	
<input type="checkbox"/> New Policy		<input type="checkbox"/> Revision
Description of Revision		

Human Resources Directorate

Policy and Revision Number	
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1. Background Information

This policy has been developed in support of the University's statement on work-life balance to provide academic staff members with a transitional means for exiting from working life whilst maintaining academic standing, personal dignity, and a post retirement working relationship with the University.

2. Policy Statement

As a practical commitment to assisting academic staff to proceed to retirement, the University will make available Post Retirement Contracts as a flexible, work and life balance arrangements as part of its Pathways to Retirement Program. Subject to approval by the University (see below) a Post Retirement Contract will be available to academic staff members through the University's Enterprise Agreement or an existing Australian Workplace Agreement. Staff may enter into such a Post Retirement Contract in accordance with the applicable provisions of this policy.

3. Policy Purpose

The University recognises that for many people work is integral for underpinning personal fulfilment and private and social dignity. One of the principal ways that this recognition is manifested at ACU is through the practical development and application of a work-and-life balance philosophy which is a core component of the University's emerging workplace culture. The University also recognises that there may come a time when an academic staff member may wish to withdraw/retire from continuing work (full-time or part-time) but not wish to give up working altogether. Arrangements approved under the application of this policy will provide individual academic staff members with a transition phase from continuing work (full-time or part-time) to retirement whilst retaining the use of their skills, wisdom, knowledge and experience until they finally exit from the workforce. During this period the staff member can continue to utilise her/his knowledge and skill on a narrower front and the University may benefit from the expertise and mentoring contribution of the academic staff member as she/he works towards retirement.

4. Application of Policy

This policy shall apply to all ACU academic staff who are continuing members of staff (levels A to E inclusive). Applicants must be former ACU academic staff who are eligible to access their superannuation entitlement either as a lump sum or as a pension. To access the benefit a staff member must prospectively prior to formally leaving the employment of the University enter into a contract with the University that as a condition of employment foreshadows the new working arrangement from a future date agreed by the academic staff member and the University. The minimum fraction that may be worked on a post retirement contract is 0.6 of a full-time workload.

5. Approvals

The authority to approve or decline a staff member's application, and the terms of the Post Retirement Contract, rests with the Senior Staff member who may take advice from the Director, Human Resources. In making her/his 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

6.1 A written application to enter into a Post Retirement Contract must be submitted to the staff member's nominated supervisor. 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.

6.3 Contract Arrangements

A Post Retirement Contract will be established on the basis of a prospective contract to be entered into between the University and the staff member prior to the staff member's actual retirement date.

Employment will be based on sessional casual employment (defined to include semester, summer school, winter school, or other pattern as agreed between the staff member and the University). The contract will be for between 1 to 5 years and will not normally exceed a maximum of 40 weeks a year to accommodate semester and summer/winter school options. Working arrangements under this policy are not subject to severance payments or casual conversion to continuing appointment. The notice requirement by the staff member to terminate the appointment is 4 weeks.

6.4 Workload

Workload will not exceed 0.6 of the equivalent full-time workload.

The provision of a further contract on an annual basis on termination of the initial contract will be at the discretion of the University.

Employment will be limited to teaching, curriculum/learning materials development, research and/or project work or other work as may be approved by the Deputy Vice-Chancellor (Academic).

6.5 Remuneration

Remuneration will include a casual rate incorporating a 23 percent loading in lieu of all leave benefits. For all academic activity, other than research only activity, remuneration will be in accordance with the Casual Academic Salary Rates published by the University from time to time. Remuneration for research only activity will be paid in accordance with the Casual Research Academic Staff Hourly Rates published by the University from time to time.

The Superannuation Guarantee payment of 9 percent will be paid into UniSuper during the course of the contract until the staff member reaches the prescribed age at which employer contributions must cease. After reaching that age, the 9 percent will be paid as salary.

7. Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy are welcome to forward their suggestions to the Director, Human Resources.

8. Further Assistance

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