

Name of Policy	Fixed-Term Retirement Transition Contract Policy	
Description of Policy	This policy covers the provision of fixed-term retirement transition contracts for academic and general staff members employed on a fixed-term contract at ACU.	
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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 continuing 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 Work Place Agreement (AWA).

2. Policy Statement

As a practical commitment to managing an ageing workforce, the University will make available fixed-term retirement transition 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 fixed-term retirement transition contract in accordance with the ACU Staff Enterprise Agreement in place from time to time and 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 full-time or existing part-time work as part of a strategic plan towards their retirement. Arrangements approved under 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 who are 59 years of age or over. The minimum fraction that may be worked on a fixed-term retirement transition contract is 0.4 of a full-time work 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 to reduce her/his salary and workload/fraction to 0.65 of her/his existing full-time or part-time working hours/load for a maximum period of 3 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.
- 4.4 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 fixed-term retirement transition 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 fixed-term retirement transition 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 the staff member.
- 4.7 A staff member employed on a fixed-term retirement transition contract is eligible to be considered for a post-retirement contract prior to the end of her/his fixed-term retirement transition contract.

5. Approvals

- 5.1** The authority to approve or decline a staff member's application, and the terms of the fixed-term retirement transition contract, rests with the Executive Planning Group member who may take advice from the Director, Human Resources. In making their determination, the relevant EPG 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.
- 5.2** A staff member employed on a fixed-term retirement transition contract is eligible to be considered for a post-retirement contract prior to the end of their fixed-term retirement transition contract.

6. Procedures

To make an application to enter into a fixed-term retirement transition 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 arrangement first; and then,
- prepare a written application to go to her/his nominated supervisor to vary her/his contract of employment to fix a retirement date and the fraction of work to be undertaken.[NB: this shall normally be 0.65 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 fixed-term retirement transition 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 Executive Planning Group (EPG) member. The Executive Staff Member may provide the EPG 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** The application will first be considered by the nominated supervisor before being provided to the relevant Executive Staff Member for consideration. The Executive Staff Member will then consider the application and then refer the application with any additional information and her/his recommendation to the relevant EPG member.
- 6.3** If the relevant EPG Member declines the staff member's application, the staff member will be advised of the decision in writing.
- 6.4** If the relevant EPG 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 fixed-term retirement transition contract. The advice shall outline the terms and conditions under which the contract shall operate including the commencement date of the fixed-term retirement transition 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. The fixed-term retirement transition 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 her/his employment prior to the agreed date of retirement, there shall be no repayment obligations on the staff member where at least 2 years has been served under the fixed-term retirement transition contract. Where less than 2 years has been served, if a staff member terminates her/his employment for reasons other than her/his death or permanent incapacity, the staff member shall be required to repay all monies paid by the University by way of topping up superannuation contributions during the period of the fixed-term retirement transition 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 fixed-term retirement transition 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.