Retirement

2. General Policy Statement

2.01 The University wishes to maintain an orderly system for the administration and control of an Employee's retirement from the University.

2.02 The Normal Retirement Date is age sixty-five (65).

3. Responsibility

Human Resources is responsible for:

a. contacting the Employee at least six (6) months prior to Normal Retirement Date,

b. providing information to the Employee on Early Retirement,

c. counselling the Employee on the termination of regular benefits and the availability of benefits for retired Employees.

4. Re-Employment

4.01 In exceptional circumstances and at the discretion of the University, an Employee may have his/her employment extended past the Normal Retirement Date as a Temporary Employee following his/her retirement. The availability of work and the general health and capabilities of the Employee will be considered. The department will consult with Human Resources.

4.02 In general, these exceptional circumstances will be either:

a. related to his/her former position such as to train a replacement, to provide continuity through a major reorganization, or to finish a specific project, or

b. not related to his/her former position such as to perform a special project/function which is suited to his/her special skills and expertise.

5. Procedures for Extension of Employment

5.01 A letter of appointment will be drawn up by Human Resources that will govern the terms and conditions of employment. Letters of appointment will generally state the following:

a. terms of appointment that will be temporary and of a limited and fixed duration,

b. an outline of the work to be performed,

c. payment, established in accordance with the work to be performed,

d. benefits to which the Employee is entitled which will be commensurate with temporary employment.