



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
TITLE: SERVICE RECOGNITION AND ALLOWANCES
CODE: 4062 Transition to Retirement - Teachers

Reference Matrix	
Education Act (1995)	Section 85
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

Background:

The Board of Education values the service teachers have provided for children in the Division and recognize that transition to retirement is a significant time in a person's life. A transition to retirement program can be beneficial to employees and the Division.

Procedures:

1. Early Retirement Gratuity

1.1. A teacher who chooses to accept the Early Retirement Gratuity shall not be eligible for Transitional Employment in the Holy Family RCSSD No. 140 as defined in section 2 of this Procedure.

1.2. An eligible teacher is one who:

1.2.1. Is a contributor to the Saskatchewan Teachers' Superannuation Plan;

1.2.2. Will be a recipient of superannuation benefits in the calendar year that application for the Early Retirement Gratuity is made to the Division.

1.2.3. Has been in the employ of the Holy Family Roman Catholic Separate School Division No. 140 for a minimum of ten uninterrupted years immediately prior to retirement.

1.2.3.1. In the event that the teacher was on approved leave from his/her duties with the Holy Family RCSSD No. 140, for the purposes of this section, the period of such leave shall not be included in the calculation of years of service with the Division.

1.2.4. Eligibility for benefits under this section shall cease if the employee chooses to continue his/her uninterrupted service with the Holy Family RCSSD No. 140 beyond the thirtieth year of combined contributory service to either the Saskatchewan Teachers' Superannuation Plan or the Saskatchewan Teachers' Retirement Plan.

1.3. The amount of the retirement gratuity shall equal Four Hundred Dollars (\$400.00) times the number of years of service with the Holy Family RCSSD No. 140, to a maximum of 30 years of service.

1.4. A teacher who wishes to retire and accept the Early Retirement Gratuity shall advise the Board of Education, in writing, no later than the 15th day of February of the retirement year, of his/her intention to retire.

1.5. Upon receipt of their resignation for the purpose of retirement, the Board shall accept the teacher's notice of intention to retire and will provide a Retirement Gratuity.

1.5.1. The Retirement Gratuity shall be the full amount of the gratuity less deductions prescribed by law.

1.5.2. The payment shall be made in one of the following manners, as directed by the teacher:

1.5.2.1. A lump sum payment of the full amount of the gratuity by either July 31 or January 31 next following the effective date of retirement; **OR**

1.5.2.2. Two disbursements which, when added together, total the amount of the eligible gratuity, with such disbursements to be made by July 31 and January 31 next following the effective date of retirement; **OR**

1.5.2.3. By payment into a Registered Retirement Savings Plan of the teacher's choice in such qualifying amount as is allowed by law and as may be directed by the teacher.

2. Transitional Employment

- 2.1. A teacher who chooses Transitional Employment shall not be eligible for the Early Retirement Gratuity.
- 2.2. Teachers who retire will be offered a part-time contract for the school year immediately following the year in which they superannuate.
 - 2.2.1. The percentage of teaching time specified in this contract will be no less than 45%, but may be specified for an amount of time up to 55%.
- 2.3. If a teacher wishes to retire and exercises the option of Transitional Employment, they must inform the Director of Education in writing, no later than April 30 in the school year during which they will superannuate.
 - 2.3.1. An offer shall be made to the teacher no later than May 27 in the same year.
 - 2.3.2. The offer shall specify the percentage of teaching time and the school to which the teacher will be assigned.
 - 2.3.3. The teacher will have four calendar days to accept or reject the offer.
- 2.4. Teachers may choose Transitional Employment provisions only in the first year during which they are eligible to superannuate.