

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: VOLUNTARY RETIREMENT PLAN

<i>PROCEDURE CODE:</i>	<i>504 AP 004</i>
Policy Reference: 504 – Selection, Assignment and Evaluation of Professional Staff	

PROCEDURE

1. Any member of the Division's professional staff who, by the last teaching day in November, submits their letter of resignation, effective December 31, will be offered a temporary contract to the last teaching day in June.
2. Such contract cannot commence any earlier than the first teaching day in January.
3. All professional staff will be eligible.
4. Professional staff members shall resign their position with the Board effective the last teaching day prior to commencement of pension. Notice of resignation must be received in writing to the Associate Superintendent of Human Resources' office no later than 1600 hours on the last teaching day in November in any school year.
5. The Division shall offer a temporary contract to that professional staff member to the last teaching day in June.
6. Professional staff members need to complete the Alberta Teachers' Retirement Fund (ATRF) form "Termination Notice" which will be sent to them upon acceptance of their resignation. A brief explanation of the choices they will have with regards to their contribution is included in the form. Professional staff members wishing to discuss retirement options may call the ATRF at 1-800-661-9582 or visit the ATRF website.
7. The Associate Superintendent of Human Resources may approve retirements beginning the first day of the months February through June. The notice of resignation still must be made by the last teaching day in November.
8. Retirees will maintain and be able to use "days in lieu" and professional development funds accrued in their names under the same conditions until the end of June.

9. In lieu of a Health Spending Account the Board will provide a Health Spending allowance in accordance with the Collective Agreement. The teacher will need to follow the guidelines of the Health Spending Account at the date of their resignation (i.e. February 1, March 1, etc.).
10. Employees who can utilize this plan are professional staff who are eligible for a pension as of the stated effective date of retirement.

REFERENCES

ATA Collective Agreement

Alberta Teachers' Retirement Fund

Approved: September 6, 2005

Revised: January 24, 2017

