



Procedure

Procedure Name	<i>Phased in Retirement Plan – NASA, Management and Excluded</i>		
Procedure #	HR 1.7	Parent Policy	HR 1.0 Employment Relationship
Policy Owner	AVP, Human Resources	Effective Date	December 16, 2022
Procedure Owner	Director, Employee & Labour Relations	Next Review Date	December 16, 2027
Approved by	Director, Employee & Labour Relations	Approval Date	December 16, 2022

1.0 Purpose/ Background

A Phased-in-Retirement Plan (the Plan) is a significant benefit to all parties as it provides interested employees with a managed transition to retirement, while facilitating the transfer of experience and expertise to new employees who are embarking on a challenging career at NAIT. In addition, it has potential to maintain and strengthen the growing pool of retired NAIT employees and enhance the contribution these individuals make to the growth and development of the organization.

2.0 Definitions

Term	Definition
LAPP	Local Authorities Pension Plan
MAE	Management and Excluded
NASA	NAIT Academic Staff Association
Retirement	A time period when an employee has commenced receipt of Local Authorities Pension Plan (LAPP) benefits

3.0 Procedures

3.1 General

- 3.1.1** Retired employees may be re-hired for a pre-determined period that could be up to two (2) years but, normally one (1) year in duration. In support of the organization's goal of orderly succession planning, post-retirement assignments to supervisory or leadership positions may not be renewed or extended past this one-year limit without permission of the AVP of HR based on specific operational requirements.
- 3.1.2** All employees re-hired post-retirement will be deemed "temporary or casual employees" and subject to the terms and conditions of temporary/casual employment.
- 3.1.3** Factors considered by NAIT when making decisions regarding re-hiring retired employees will include: critical skills/knowledge of the employee, difficulty in finding required skills in the employment market, specific needs or

requirements of the affected program or department, succession planning goals in the affected program or department, recent performance of the employee, and personal interests of the employees.

3.2 Eligibility

In order to be considered for the Plan, a salaried employee must agree to the following:

- be fifty-five (55) years of age or older
- have a minimum of ten (10) years of NAIT continuous service
- be prepared to relinquish any leadership role (and stipend, if applicable)
- be prepared to move from full time to part time hours
- be prepared to collect LAPP pension
- be prepared to have one day unpaid before commencing the phased in retirement plan
- be prepared to mentor and share expertise/wisdom with any employee engaged as replacements
- agree to the terms and conditions of the Plan detailed in these procedures

3.3 Duration

The phased-in-retirement period is up to 2 years, but normally one (1) year in duration. The period of phased-in-retirement is agreed upon between the Institute and the employee prior to approval of the application. For NASA employees, the period normally starts with the fall semester of an academic year and ends in the last pay period of June.

3.4 Resignation

The employee is required to resign from their position prior to participation in the Plan. A minimum of one business day, unpaid, must be served between the resignation and the re-hire date in accordance with LAPP regulations. During the phased-in-retirement period the employee changes status from full-time to part-time.

3.5 Employment status

The employee approved for participation in the Plan retains salary status but effectively has a predetermined, irrevocable end date to their employment with the Institute.

3.6 Group Benefits

Employees have their normal benefit plans adjusted effective the commencement date of participation in the Plan.

Benefits available to Plan participants include:

- Extended Health
- Dental
- Life Insurance – Based on phased-in salary. Optional insurance fully paid by employee.
- Casual Illness Leave, if applicable

Benefits that will no longer be available include:

- General Illness
- Long Term Disability

3.7 Vacation

Annual vacation leave is earned and taken at the part-time rate chosen under terms of the Plan.

3.8 Redundancy

Plan participants who are covered by the NAIT/NASA Collective Agreement are exempt from Section 46 – Redundancy.

3.9 Application and Approval Process

3.9.1 Application is to be made a minimum of two months prior to the commencement of the Phased-in Retirement Period.

3.9.2 Applying employees complete an application form in full detail, indicating their preferred end date and preferences for workload levels. The workload percentage will not be less than 40% nor greater than 70% of normal full time.

3.9.3 The application is submitted to the employee's Department Head or Manager, whichever is applicable.

3.9.4 The Department Head or Manager adds their recommendation on the application and forwards it to the Dean or Director/AVP, whichever is applicable.

3.9.5 The Dean or Director/AVP provides final approval of the employee's application and forwards it to HR Operations.

3.9.6 HR Operations verifies the dates and terms are within the scope of the agreement and sends confirmation to the employee, the employee's Department Head/Manager and the assigned HR Consultant.

3.10 Employees approved to participate in the plan will be scheduled to work throughout the time period of the plan; scheduling all required hours of work in a compressed time frame is not permitted. Exceptions may be approved by the Dean or Director/AVP and in consultation with the HR Consultant.

3.11 As the decision to participate in the Plan is irrevocable once it has commenced, employees are encouraged to fully consider the financial, pension and lifestyle implications of their decision. Should a major life event occur prior to commencement of the Plan but after approved for participation, consideration will be given to cancelling an employee's application.

3.12 At the conclusion of the Phased-in-Retirement period the employee ceases to be an employee on the date specified in the application form. Termination of employment does not prevent the individual from entering into an employment relationship with the institute as a temporary or casual employee and/or contractor in future years.

4.0 Exceptions to the Procedure

4.1 Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required

- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

Document History

<i>Date</i>	<i>Action/ Change</i>
October 25, 2022	Updated to new NAIT procedure format; review date updated; minor wording changes in 3.1.3; addition of 3.10