

## POLICY 18

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### PROFESSIONAL STAFF EARLY RETIREMENT INCENTIVE PLAN

As per clause 13.0 of Alberta Teachers' Association Collective Agreement,

### Northern Lights School Division No. 69 Transition to Retirement Program

The Transition to Retirement Program (TRP) is designed to allow individuals to access pension benefits in the final few months of their employment before retirement, and at the same time receive full salary for that period under a Temporary Contract. The following guidelines apply:

1. The TRP is available to all permanent staff members currently employed by Northern Lights School Division and covered by the Alberta Teachers' Retirement Fund (ATRF).
2. Applicants **54 and up to and prior to the year the 85 pension index** at the retirement date selected.
3. Employees must retire during the school year in which they have chosen to apply for the TRP.
4. For professional staff covered by the Alberta Teachers' Association (ATA) Collective Agreement:

Resignations will be accepted as of **December 31<sup>st</sup>, January 31<sup>st</sup>, February 28<sup>th</sup>, March 31<sup>st</sup>, or April 30<sup>th</sup>**. Such resignation must be made effective at the end of a given month in order that the pension benefit can take effect on the first day of the next month. ***(ATRF regulations provide for a teacher to teach up to 0.6 FTE of a given school year without reduction to their pension. It is the sole responsibility of the teacher to obtain all 'returning to teaching after retirement' information, estimations and advice from the ATRF prior to making application for this Retirement Transition Opportunity. The Division will not advise and takes no responsibility for any possible reduction of pension or any financial shortfall which may result from service overpayment.)***

5. Requests for variation from the application dates noted above should be forwarded to the Superintendent of Schools, with consideration to occur on a case-by-case basis.

6. Should ATRF regulations change and preclude the ability of employees to access pension benefits under the TRP, it will terminate.
7. The TRP shall continue on a year-by-year basis, with Trustees annually reviewing the program at the September meeting of the Board before a decision is made regarding its continuation, modification or termination.

NOTE: Any staff considering retirement through the Transition to Retirement Program (TRP) are encouraged to contact the Payroll Office at Northern Lights School Division No. 69 for further information and clarification. Teachers are also encouraged to contact their local ATA Pension Officer.

June 24, 2009

*Revised June 20, 2012*

**Northern Lights School Division No. 69  
APPLICATION FOR PARTICIPATION IN  
THE EARLY RETIREMENT INCENTIVE/TRANSITION TO  
RETIREMENT PROGRAM**

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I hereby make application to participate in the Northern Lights School Division No. 69 Early Retirement Incentive/Transition to Retirement Program.

I understand that the Superintendent of Schools, on behalf of the Board of Trustees, reserves the right to accept or reject this application.

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**STATEMENT OF RESIGNATION**

On the prior condition that this application for the Early Retirement Incentive/Transition to Retirement Program is accepted by the Superintendent of Schools, on behalf of the Board of Trustees for Northern Lights Division No. 69, I hereby tender my resignation as an employee of Northern Lights Division No. 69 effective \_\_\_\_\_(date).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness