

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 444</b>
	<b>Transition to Retirement for Non-Instructional Employees</b>
Page 1 of 2	APPROVED: May 2019 AMENDED/REVIEWED: September 2019, November 2020
LEGAL REFERENCE:	Section 52, 53, 197, 222 Education Act

## Background

The Transition to Retirement Program for Non-Instructional Employees is designed to allow permanent employees 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 with a fixed term.

## Procedures

1. The program is available to all permanent non-instructional employees currently employed by the Division and covered by the Local Authorities Pension Plan (LAPP).
2. Applicants must be both:
  - 2.1 Aged fifty-five (55) years or higher to draw a pension as per LAPP regulations.
  - 2.2 Meet the qualification for the 85-pension index at the retirement date selected.
3. Employees must fully resign from regular employment with the Division, eighteen (18) months after they began participation in the Program.
4. For staff covered by the Grande Prairie Public School Division Employees' Association, or on an individual contract:
  - 4.1 Resignations under the Program will be accepted by the Superintendent or designate before or on November 30 or December 31 and must provide at least one (1) month notice to be approved; such that the earliest end date for retirement would be December 31 or January 31 respectively.
  - 4.2 Resignations 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.
5. It is the sole responsibility of the employee to obtain all information, estimates and advice from LAPP prior to making application for this retirement transition opportunity.
6. 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.
7. Requests for variation from the application dates noted above are to be forwarded to the Superintendent, with consideration to occur on a case-by-case basis.

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8. Should LAPP regulations change and preclude the ability of employees to access pension benefits under the Program, it will terminate.
9. Any staff who are considering retirement through the Program are encouraged to contact the Division Finance Department for further information or clarification. Employees are also encouraged to contact LAPP directly.