

Administrative Procedures Manual	Administrative Procedure 444
	Transition to Retirement for Non-Instructional Employees
	APPROVED: May 2019
Page 1 of 1	AMENDED/REVIEWED: September 2019, November 2020, October 2024
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 new 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:
 - 2.1 Be 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 within the timeframe agreed to between the employee and the Director of Human Resources.
4. For staff covered by the Grande Prairie Public Schol Division Employees' Association or on an individual contract:
 - 4.1 Resignations under the Program will be accepted by the Superintendent or designate and must be provided at least one (1) month prior to the resignation date.
 - 4.2 Resignations must be made effective at the end of a given month as the pension benefit must take effect 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 applying for this retirement transition opportunity.
6. The Division will not advise or take responsibility for any possible reduction to pension or any financial shortfall which may result from service overpayment.
7. Requests for variation from the timelines noted above are to be forwarded to the Superintendent or designate, with consideration to occur on a case-by-case basis.
8. Should LAPP regulations change and preclude the ability of employees to access pension benefits under the Program, the Program will be terminated.
9. Any staff who are considering retirement through the Program are encouraged to contact the Division Human Resources Department for further information or clarification. Employees are also encouraged to contact LAPP directly.