



AP-G-301.3 Transition to Retirement Administrative Procedures

March 7, 2017

BACKGROUND & RATIONALE

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.

PROCEDURES

1. The TRP is available to all permanent staff members currently employed by FFCA and covered by either the Alberta Teachers' Retirement Fund (ATRF) or the Local Authorities Pension Plan (LAPP).
2. Applicants must be at least 55 years of age at the retirement date selected.
3. Employees must fully retire during the school year in which they have chosen to apply for the TRP.
4. Continuity of learning for students will be the overriding consideration in determining the timelines of the TRP process. Typically, certified staff covered by the ATRF will resign effective January 31 of the current school year. A teacher approved under the TRP will then be provided a temporary contract from their approved retirement date to the end of the current school year. In particular circumstances, temporary contracts may be considered for the entire first semester of the following school year, for the following school year in its entirety, or for another mutually agreed time within that period. Applications to participate in the TRP must be received by the CEO/Superintendent **TWO MONTHS PRIOR TO THE PLANNED DATE OF RETIREMENT.**
5. For non-certificated staff covered by the LAPP:
 - i. Staff shall provide notification of resignation no less than two (2) months prior to the effective retirement date.
 - ii. A letter will be provided to the employee approving employment from the retirement date to a date not later than the end of the current school year, or another mutually agreed-upon date.
6. Requests for variation from the timelines noted above should be forwarded to the COO/Assistant Superintendent, with consideration given on a case-by-case basis.
7. Approval of requests to access the TRP shall be at the discretion of the COO/Assistant Superintendent, or the CEO/Superintendent in the case of a COO/Assistant Superintendent request for TRP.
8. Should ATRF or LAPP regulations change and preclude the ability of employees to access pension benefits under the TRP, it will terminate.

9. The TRP shall continue on a year-by-year basis. If it is determined that the TRP shall no longer exist, employees who have signed this document prior to the termination date of this AP shall be granted TRP.
10. It is the sole responsibility of the staff member to obtain all information, estimations and advice from the ATRF/LAPP prior to making application for this retirement transition opportunity.
11. Any staff considering retirement through the Transition to Retirement Program (TRP) are encouraged to contact the FFCA payroll office for further information and clarification.