

LONGLEY PARK SIXTH FORM COLLEGE

RETIREMENT POLICY

Originator:	Jo Cairns, Personnel Manager
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RETIREMENT POLICY

1. RETIREMENT POLICY STATEMENT

From 1st October 2011, College employees have the right to continue in employment beyond the age of 65.

At present, employees may not be eligible for state pension until age 66 upwards. It is likely that the age at which employees will be eligible for a state pension will increase beyond 66 years.

2. VARIATIONS ON RETIREMENT AGE

Voluntary Early Retirements

Under the provisions of the occupational Local Government Pension Scheme (cross college staff) and the Teachers' Pensions Agency (teaching staff), employees may normally retire from age 60 but may not be eligible at that time to receive a State Pension. Additionally, members of staff who are aged 55 or over with at least 2 years' pensionable service, may seek voluntary retirement but this will require the College's consent.

Retirement Associated with Redundancy

An employee who is made redundant, and who has reached the age of 55 (or 50 if they were born before 1st April 1955), will be entitled to pension benefits from the relevant superannuation authority in accordance with the rules and regulations of the scheme in addition to redundancy payments as determined by the College's Redundancy Policy. (Need to check this)

Ill Health Retirement

An employee may be eligible to retire early if he/she becomes too ill to continue to work on a permanent basis. The Local Government Pension Scheme administering authority (cross college staff) and the Teachers' Pensions Agency (teaching staff) will determine whether or not an employee has become permanently unfit by reason of illness or injury to continue in employment. Ill health benefits will be paid if the employee satisfies certain criteria and if the relevant qualifying periods have been completed. In most cases an ill-health retirement pension will be calculated on an enhanced total of service instead of only the reckonable service actually undertaken. The rules and regulations of the schemes are revised from time to time and should be checked before considering ill-health retirement.

3. Procedure for employees approaching occupational pension eligibility age.

3.1 The Personnel Manager/Line-Manager will contact the employee to arrange a discussion with the employee regarding any potential retirement plans nine months prior to their 65th birthday.

3.2 If the employee plans to retire on receipt of their occupational pension, the Personnel Manager/Finance team will assist the employee as appropriate in liaising with the relevant pension provider in preparing for their retirement.

3.3 If the employee confirms their decision to retire, the Personnel Manager will write to the individual confirming their resignation from employment on the grounds of retirement.

3.4 If the employee does not plan to retire on receipt of their occupational pension, a discussion will take place between the employee and the Personnel Manager/Line-Manager to discuss the thoughts the employee may have on maintaining current contract hours or looking to a phased retirement plan.

3.5 Any proposed changes to contract hours and duties and/or phased retirement plans will be reviewed by the Principal/Assistant Director of Resources prior to potential agreement.

3.6 Any agreed changes to contract hours/duties and/or phased retirement plans will be implemented with the support of the Personnel Manager.

Pre-Retirement Courses

Permanent employees will be given reasonable opportunity of attending a pre-retirement course. The employee may be given paid work leave to attend the course..

Advice and Information

Further advice and information on all provisions referred to in this Policy can be obtained from the Personnel Manager.

ILL-HEALTH RETIREMENT PROCEDURE

I Procedure initiated by employees

1 Where an employee believes that she/he no longer has the health or physical capacity to continue in her/his employment the Principal or delegated alternate will discuss the matter confidentially with the employee concerned offering counselling and support as appropriate. If the employee is a teacher, then an application may be made to Teachers' Pensions Agency for ill-health retirement benefits. If an employee is a member of the cross college staff then an application may be made to the Local Government Pension Scheme for ill-health retirement benefits.

II Procedure initiated by the Principal (or delegated alternate)

1 Where there is evidence that an employee no longer has the health or physical capacity to continue in her/his employment, and the Principal or delegated alternate discusses the matter confidentially with the employee concerned, but the employee does not agree with this assessment, then the Principal or delegated alternate may request the employee to sign a consent form in order that confidential medical enquiries can be carried out by a qualified medical practitioner. At any time before such medical examination either the Principal or delegated alternate, or the employee, may submit to the appointed medical practitioner a statement containing evidence or other matter relevant to the examination.

2 On receipt of the medical report, the Principal or delegated alternate will consider the comments made and will inform the employee concerned of the content of the report. If the report indicates that the employee no longer has the health and physical capacity to continue in her/his employment, and the employee accepts that conclusion then an application to the appropriate superannuation authority should be made as in I.1 above.

3 Whether or not the employee accepts such a conclusion it must be put to them in writing. The Principal or delegated alternate should then arrange a formal interview with the employee concerned. The employee should be informed in writing of the interview, giving not less than 10 working days notice. The employee may be accompanied at this interview by a friend? trades union representative or work place colleague and may wish to submit medical evidence of her/his own. The Principal will decide on the basis of the medical report and any representations made by, or on behalf of, the employee, whether the employee should be dismissed for reasons of ill-health.

4. Where the employee submits medical evidence that conflicts with the medical report obtained by the Principal or delegated alternate, the Principal or delegated alternate may wish to consider obtaining a third opinion before reaching a decision. If such a third opinion is thought to be desirable, then it is most helpful if the medical practitioner to be used can be agreed by the Principal or delegated alternate and the employee (for instance if the employee is a teacher, an application to Teachers' Pensions for ill-health retirement provides a further medical opinion). Ultimately, however, the Principal or delegated alternate has to decide, making a reasonable assessment of the evidence available.
5. Where an employee refuses to give her/his consent to confidential medical enquiries being undertaken, or refuses to make available medical evidence or information sought by the medical practitioner, then the Principal or delegated alternate may decide on the case, taking into account such evidence and information as is available to her/him.
6. The Principal or delegated alternate will ensure that the employee is notified of her/his decision in writing. Where the Principal or delegated alternate decides that dismissal on the grounds of ill-health is appropriate, then the employee should be informed of the benefits that would be available and should also be informed of her/his right to appeal against the decision.

Appeals

7. Appeals should be lodged in writing with the Clerk to the Corporation within 10 working days of receipt of the letter informing the employee of the decision.
8. If the initial decision was made by the Principal then the appeal will be heard by a Committee of the Corporation. If the decision was made by a delegated alternate then the appeal may be heard by the Principal. The decision at appeal is final.
9. The appellant's ill-health retirement pension will be frozen until such time as the appeal has been heard.

- APPENDIX ONE

TEACHERS' INFIRMITY BENEFITS: KEY POINTS

- 1 Infirmity benefits consist of a pension and a lump sum payment. These can be paid before the age of 60 if the teacher concerned has completed one of the qualifying periods listed at 2 below and the Teachers' Pensions Agency is satisfied that the teacher has become incapable through infirmity of mind or body of serving efficiently as a teacher in pensionable service.
- 2 The qualifying period is a total of 2 years of reckonable service.
- 3 A teacher will be medically examined by either their own GP, an approved occupational health physician, or a doctor nominated by the Teachers' Pensions Agency.
- 4 In most cases an infirmity pension is calculated on an enhanced total of service (where the employee has 5 or more years reckonable service) instead of only the reckonable service actually undertaken. The amount of enhancement is as follows:

ACTUAL RECKONABLE SERVICE	SERVICE COUNTING FOR ALLOWANCES	LIMITATION ON SERVICE
5 years - 9 years 364 days	Twice the number of years of the actual reckonable service	Not exceeding the amount of service which could have been completed by the 65th birthday.
10 years - 13 years 122 days	20 years	
More than 13 years 122 days	Either 20 years or actual reckonable service plus 6 years 243 days whichever is more favourable	Not exceeding the amount of service which could have been completed by the 60th birthday. (up to a maximum of 40 years service).

The pension is 1/80 of the average salary for each year of reckonable service plus enhancement. The lump sum is normally calculated on the same total of reckonable service including enhancement. The rates are 3/80 of average salary for each year of reckonable service (including any appropriate enhancement).

ANNEX 2

LOCAL GOVERNMENT PENSION SCHEME: ILL-HEALTH RETIREMENT BENEFITS: KEY POINTS

1. A lump sum payment and pension can be payable to a pensionable employee if:

‘the reckonable service and qualifying service he is entitled to reckon amounts in aggregate to not less than 5 years and he is incapable of discharging efficiently the duties of that employment by reason of permanent ill-health or infirmity of mind or body.’
2. The employee will need to undergo a medical examination as specified by the appropriate superannuation authority.
3. Reckonable service will be increased under the Regulations on the following basis, but not exceeding the period by which the employee's reckonable service would have increased had he remained in pensionable employment until attaining the age of 65 years or completing 40 years reckonable service, whichever would have occurred first.

Period of reckonable service	Additional period
5 to 10 years	Membership doubled
10 years to 13 1/3 years	Membership increased to 20 years
13 1/3 years to 33 1/3 years	Extra 6 2/3 years
33 1/3 to 40 years	Membership increased to 40 years
Over 40 years	No increase in membership

4. The pension would be calculated as being 1/80 of pensionable remuneration for each year of reckonable service plus the above additions. The lump sum is 3/80 of pensionable remuneration for each year of reckonable service plus the above additions.