



HUMAN RESOURCES MANAGEMENT 48 – Pension and Re-hiring Teachers

Date: January 10, 2005

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

A teacher may be eligible to teach part-time and collect their pension simultaneously during a school year. This may be of benefit to the individual teacher as well as Sturgeon School Division.

2.0 PROCESS

The Superintendent or designate will establish and monitor an administrative practice that provides this option to teachers.

3.0 GUIDELINES

- 3.1 This plan is open to teachers who are eligible to collect pension benefits.
- 3.2 Eligible teachers, who wish to participate in this plan, must forward a letter to the Superintendent by September 30.
- 3.3 The Superintendent will consider the request and either approve or reject the request in light of the staffing needs of the Division. The Superintendent or designate will inform the teacher of the decision in writing.
- 3.4 If the request is approved, the teacher must submit a letter of resignation to the Superintendent or designate by December 1 effective date. Upon receipt of the letter of resignation, a temporary contract of employment effective January 1 to June 30 shall be prepared by the Superintendent or designate and sent to the teacher for signature.
- 3.5 Teachers participating in this plan and desiring to have benefits continue, will be responsible for paying their benefit premiums directly to the Alberta School Employees Benefit Plan. Sturgeon School Division will pay the employer's portion of benefit premiums directly to the teacher.
- 3.6 Teachers who participate in this plan may be re-hired on a temporary contract in future years as long as the contract does not exceed 0.6 FTE during any one school year.

References: *Board Policy:*

HUMAN RESOURCES MANAGEMENT 48 – Pension and Re-hiring Teachers

Date: January 10, 2005

Responsible Administrator: Associate Superintendent; Human Resources

- 3.7 Teachers considering this plan are advised to check with the Alberta Teachers Retirement Fund to determine how this plan would affect them personally.
- 3.8 The timelines reflected in this administrative practice are the usual timelines for entering into this plan. Other timelines may be considered at the discretion of the Superintendent.

References: *Board Policy:*