

## Early Retirement Incentive Program 2015 Employee Information

### Eligibility:

This incentive is open to select groups of employees at the sole and absolute discretion of the college and is subject to approval from the President and CEO or his/her designate. Employees must meet the following criteria:

- a) Be a full-time continuous staff member.
- b) Be fifty-five (55) years of age or older at the time early retirement is to be effective.
- c) Have 10 or more years of pensionable service with the College at the time retirement is to be effective.
- d) Where circumstances warrant and it is to the mutual benefit of the staff member and the college, the President and CEO or his/her designate may amend eligibility requirements on an exception basis.
- e) An employee may contact Human Resources or their Dean/Director to inquire about the Early Retirement Incentive Program.
- f) The college reserves the right to accept or deny any applications received based upon operational requirements and need.

### Incentive for Full Retirement:

There are two options for incentive under the early retirement program as follows:

1. For those meeting the eligibility criteria as identified above, the incentive for full retirement is calculated using a combination of length of service with the college and age relative to age 65, which is considered to be the typical retirement age. The table below is based on a minimum of age 55 and 10 years of service with the College to a maximum of age 65 and 20 years of service in the college. The incentive is equal to the combination of age and years of service on the table times the annual salary.

**Early Retirement Payout Grid**  
Based on Age at Retirement and Length of Service

		Years of Full Time Continuous Service											Age
		10	11	12	13	14	15	16	17	18	19	20	Factor
A G E	55	50.00%	55.00%	60.00%	65.00%	70.00%	75.00%	80.00%	85.00%	90.00%	95.00%	100.00%	50.0%
	56	45.00%	50.00%	55.00%	60.00%	65.00%	70.00%	75.00%	80.00%	85.00%	90.00%	95.00%	45.0%
	57	40.00%	45.00%	50.00%	55.00%	60.00%	65.00%	70.00%	75.00%	80.00%	85.00%	90.00%	40.0%
	58	35.00%	40.00%	45.00%	50.00%	55.00%	60.00%	65.00%	70.00%	75.00%	80.00%	85.00%	35.0%
	59	30.00%	35.00%	40.00%	45.00%	50.00%	55.00%	60.00%	65.00%	70.00%	75.00%	80.00%	30.0%
	60	25.00%	30.00%	35.00%	40.00%	45.00%	50.00%	55.00%	60.00%	65.00%	70.00%	75.00%	25.0%
	61	20.00%	25.00%	30.00%	35.00%	40.00%	45.00%	50.00%	55.00%	60.00%	65.00%	70.00%	20.0%
	62	15.00%	20.00%	25.00%	30.00%	35.00%	40.00%	45.00%	50.00%	55.00%	60.00%	65.00%	15.0%
	63	10.00%	15.00%	20.00%	25.00%	30.00%	35.00%	40.00%	45.00%	50.00%	55.00%	60.00%	10.0%
	64	5.00%	10.00%	15.00%	20.00%	25.00%	30.00%	35.00%	40.00%	45.00%	50.00%	55.00%	5.0%
	65	0.00%	5.00%	10.00%	15.00%	20.00%	25.00%	30.00%	35.00%	40.00%	45.00%	50.00%	0.0%
Service	0.0%	5.0%	10.0%	15.0%	20.0%	25.0%	30.0%	35.0%	40.0%	45.0%	50.0%		
Factor													

2. For employees who do not meet the minimum service criteria of 10 or more years of pensionable service, or who are over age 65 a one-time lump sum payment of \$20,000 may be provided.

### **Benefits Coverage for participants to the Early Retirement Incentive Plan**

In order to facilitate the participants to maintain certain health related benefits under the college group plan from the date of early retirement to age sixty-five (65), the following would apply as per Policy 5.8 Early Retirement Benefits:

- Written notification of the intent to continue benefit coverage is provided to Human Resources at least six (6) weeks prior to the date of early retirement or retirement (if applicable);
- The employee is responsible to pay 100% of the cost of benefit premiums on a monthly basis;
- The employee remains a resident of Canada;
- The employee is not eligible for comparable benefits with another employer

### **Re-Employment**

Participation in the Program does not preclude a participant from being employed at the College after retirement as a casual employee at the sole and absolute discretion of the College. This option is not considered to be part of the Early Retirement Plan.

Participants are strongly encouraged to evaluate any Revenue Canada taxation impacts. Participation in group health benefits and LAPP will be governed by applicable group health insurance master policy and/or pension legislation.