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Policy Title					
EARLY RETIREMENT INCENTIVES – NON-UNION					

Council Resolution	GMCS	CC	Cross Reference	Effective
No. 110-03 Date: February 25, 2003				February 25, 2003

PURPOSE

Parkland County recognizes the value of its employees and acknowledges that some employees may desire to retire before age 65.

POLICY

In recognition of service to Parkland County, and to assist those employees who wish to retire before the age of 65, an early retirement incentive is offered in accordance with this policy. The County Commissioner may approve the awarding of an early retirement incentive to an employee who qualifies for such support and is desirous of obtaining it.

PROCEDURES

1. DEFINITIONS

- 1.1 *Factor year* means one full year of pensionable service or one year of age.
- 1.2 *Month* means twenty-one and a half (21.5) working days.
- 1.3 *Pensionable year* means one full year of service during which contributions required for pension eligibility were made to the Alberta Local Authorities Board pension plan or to a pension plan recognized by the Alberta Local Authorities Board through a reciprocal agreement.
- 1.4 *Last working day* means last day on which employee performs their regular duties and after all accumulated vacation leave has been taken or paid out.
- 1.5 *Retirement day* means the date on which the employee ceases to be on the County payroll.

2. ELIGIBILITY

- 2.1 This plan applies to all non-union municipal employees.
- 2.2 Employee must have a minimum of fifteen (15) years of continuous service with Parkland County.
- 2.3 Employees will not receive incentives under this plan prior to their 50th birthday nor after their 60th birthday.
- 2.4 Employees must have a minimum of three years of service at the management/professional/administrative level to qualify for incentive 3.1. Employees with less than three years of service at the management/professional/administrative level will qualify under incentive 3.2, subject to meeting all other eligibility requirements.
- 2.5 Employee must have been performing at a satisfactory or greater level.
- 2.6 Technical/ Support employees must give at least a six (6) months notice, and Management/Professional/Administrative staff at least one (1) year notice prior to their *Last Working Day* as defined above.
- 2.7 Employees whose age exceeds fifty-four (54) shall be subject to a reduction in the incentive if their factor years exceed eighty-five (85). A reduction of one-tenth (1/10) for every factor year exceeding eighty-five (85).
Example: age = 56, years of pensionable service = 31.
56 + 31 = 87 – 85 = 2 X 1/10 or 2/10 reduction.

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Calculations under this clause will be based upon the retirement day; except when options 4.2 or 4.3 are chosen - calculations for reductions will not be applied if the employee commences option 4.2 or 4.3 on or before the date they reach their 85 factor. 2.8 For the purpose of calculating age and pensionable service, no fractions are considered. 2.9 The County Commissioner, at his discretion, may modify any of the eligibility criteria. 3. INCENTIVES 3.1 Point three (.3) months of incentive compensation for every pensionable year worked for employees covered under the Management/Professional/Administrative Compensation Plan; maximum nine (9) months incentive. 3.2 Point two (.2) months of incentive compensation for every pensionable year worked for employees not covered under the Management/Professional/Administrative Compensation Plan; maximum six (6) months incentive. 3.3 Calculations under this section will be based upon the retirement day. 4. INCENTIVE OPTIONS 4.1 Lump sum payout on retirement day. 4.2 Incentive paid as a regular salary after last working day. Employee would receive full monthly salary but would not be working. Under this option, employees are not eligible for Cost of Living Adjustments (COLA) or grid moves. 4.3 Gradual reduction of workweek while on full salary. 5. APPLICATION PROCESS 5.1 The employee shall make a written application to the County Commissioner with adequate notice (defined above) for the incentive. 5.2 The Human Resources Coordinator, or designate of the County Commissioner, will evaluate the request and, after consultation with the employee, shall make a recommendation to the Commissioner for approval, indicating to the County Commissioner that the request meets all the eligibility requirements of the policy. 5.3 Options must be approved by the County Commissioner without an avenue of appeal by the employee. Subsequent to option approval, future salary adjustments due to cost of living allowance or reclassification shall not affect the early retirement benefits previously approved. 6. BENEFITS 6.1 No benefits under Incentive Option 4.1. This incentive option is not pensionable for the purpose of calculating LAPP. 6.2 Benefits under Incentive Options 4.2, and 4.3. These incentive options are pensionable for purpose of calculating LAPP. 7. PRE-RETIREMENT SEMINAR The County may provide a pre-retirement seminar to interested employees on an optional basis. 8. POST RETIREMENT WORK An individual who returns to employment with Parkland County on any basis other than casual, following the receipt of an early retirement incentive, will be required to repay the incentive to the county. Exceptions will only be granted with the approval of the County Commissioner.		