

 <p><b>The University of British Columbia Board of Governors</b></p>	<p><b>Policy No.:</b> <b>HR9</b></p>
<p><b>Long Title:</b> Pre-Retirement Reduced Appointment Agreements for Staff</p>	
<p><b>Short Title:</b> <b>Reduced Work Policy</b></p>	

**Background & Purposes:**

The purpose of this Policy is to provide pre-retirement options to eligible staff for more flexible employment arrangements while recognizing the University’s need for succession planning and continuity of operations.

A pre-retirement reduced appointment agreement approved in accordance with this Policy will result in a reduction of volume and/or scope of work and corresponding reduction in work time while retaining full pension and other benefits for up to three years prior to a staff member’s retirement. A pre-retirement reduced appointment agreement is voluntary and ends on a predetermined retirement date.

**1. Scope**

- 1.1 A pre-retirement reduced appointment agreement (a “**PRA Agreement**”) may be considered where a staff member:
  - 1.1.1 holds a full-time continuing appointment;
  - 1.1.2 is at least 55 years of age; and
  - 1.1.3 has a minimum of 15 years full-time continuous service at the University;

(each, an “**Employee**”).

**2. General**

- 2.1 A PRA Agreement is voluntary and by mutual agreement of the Employee and the University and is not extended as a matter of right.
- 2.2 A PRA Agreement requires the approval of the Responsible Executive.
- 2.3 The specific nature and duration of appointment reduction for a PRA Agreement will be a matter of agreement between the Employee and the Employee’s administrative head of unit; however:

- 2.3.1 the Employee's appointment must not be reduced to less than 50% of the full-time position; and
- 2.3.2 the duration of the PRA Agreement must be for a fixed term to a maximum of three years and the reduced appointment must be immediately prior to the agreed retirement date.
- 2.4 Salary during a PRA Agreement shall be commensurate with the reduced appointment under the PRA Agreement.
- 2.5 Unless otherwise stipulated in this Policy or restricted by benefit plan terms or government regulations, premiums, eligibility and entitlements for specific benefits programs during the PRA Agreement shall be determined based on the position's full-time salary.
- 2.6 For greater certainty, in respect of an Employee's pension benefits under a PRA Agreement, the following shall apply:
  - 2.6.1 the calculation of the Employee's pension entitlement during the PRA Agreement shall be based on the position's full-time salary rather than the Employee's actual salary; and
  - 2.6.2 during the term of the PRA Agreement, the Employee and the University will make pension contributions based on the position's full-time salary rather than the Employee's actual salary.
- 2.7 Premiums, eligibility and entitlements in respect of the following benefits shall be determined on the basis of the Employee's reduced appointment under the PRA Agreement:
  - 2.7.1 long-term disability benefits;
  - 2.7.2 tuition waiver;
  - 2.7.3 vacation and paid holidays; and
  - 2.7.4 sick leave.
- 2.8 Premiums paid by the Employee and benefits available for Canada Pension, Employment Insurance and Workers' Compensation shall be calculated in accordance with applicable government regulations.
- 2.9 The Employee's salary is subject to salary adjustments according to the salary policy relating to the Employee's classification, employee group and relevant collective agreement.
- 2.10 Once a PRA Agreement is approved by the Responsible Executive and accepted by an Employee, it constitutes irrevocable notice by the Employee to retire.
- 2.11 The Employee shall remain subject to the terms and conditions of employment applicable to the Employee except as altered by this Policy.

2.12 Where an agreement or handbook states that it supersedes this Policy, then that agreement or handbook shall govern.



## PROCEDURES ASSOCIATED WITH THE REDUCED WORK POLICY

*Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.*

*Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Reduced Work Policy.*

### **1. General**

- 1.1 To initiate a PRA Agreement under this Policy, Employees should apply in writing to their administrative head of unit. A minimum of 12 months' notice is required, which may be waived by mutual agreement of the Employee and the applicable administrative head of unit.
- 1.2 If the administrative head of unit supports the application, the administrative head of unit shall recommend the PRA Agreement in writing to the Responsible Executive.
- 1.3 If approved by the Responsible Executive, the University shall prepare the PRA Agreement which shall include:
  - 1.3.1 an explanation of the change in nature and duration of the work to be performed, including the percentage time to be worked or salary classification change;
  - 1.3.2 the start date of the PRA Agreement;
  - 1.3.3 the retirement date of the Employee; and
  - 1.3.4 the position's full-time annual salary and the Employee's actual annual salary.
- 1.4 The Employee shall sign the PRA Agreement to confirm acceptance of its terms and a fully-executed copy shall be retained by the University.



## EXPLANATORY NOTES REGARDING THE REDUCED WORK POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

*The OUC has prepared these Explanatory Notes to provide context and background regarding the Reduced Work Policy. These Explanatory Notes do not replace or supersede the content of the Reduced Work Policy and its Procedures.*

<b>Policy Long Title:</b>	Pre-Retirement Reduced Appointment Agreements for Staff
<b>Policy Short Title:</b>	Reduced Work Policy
<b>Policy Number:</b>	HR9
<b>Responsible Executive:</b>	Vice-President, Human Resources
<b>Responsible Board Committee:</b>	Employee Relations Committee
<b>Related Policies:</b>	GA2 - Regulatory Framework Policy
<b>History:</b>	<ul style="list-style-type: none"><li>• The Reduced Work Policy was first approved by the Board of Governors in August 1984;</li><li>• The Reduced Work Policy was revised in December 2016;</li><li>• The Reduced Work Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Reduced Work Policy, its long title is Pre-Retirement Reduced Appointment Agreements for Staff, and its number is HR9. The previous identification number for this policy was #49.</li></ul>
<b>Related Legislation:</b>	N/A