

PRE-RETIREMENT REDUCED WORKLOAD – SALARIED STAFF

Policy Number (if applicable): 14

Approved by: Board of Governors

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Revision Date(s):

Position Responsible for Developing and Maintaining the Policy: Assistant Vice-President, Human Resources Services

Contact Department: Human Resources Services

1. INTENT

The intent of this policy is to allow salaried support staff nearing retirement age to reduce their workload as much as 50% and still receive full pension credits and benefit coverage until retirement.

2. ELIGIBILITY

All salaried support staff who have ten or more years of continuous full-time service, or equivalent, with the University and who are age 60 or older are eligible.

3. PARTICIPATION

Support staff wishing to participate in the reduced workload plan will give twelve month's notice in writing to their Department Head. If the Department Head approves, after consultation with the Director, Human Resources, he/she will meet with the staff member concerned to determine an appropriate reduction in the workload which will satisfy both the individual and the Department concerned.

The proposed reduction will then be submitted through the Director, Human Resources, to the Vice-President, Administration for approval.

The resumption of full-time duties prior to retirement by a staff member who is on a reduced workload will only be by mutual agreement between the individual and the University.

4. McMASTER CONTRIBUTORY PENSION PLAN

The annual salary of the staff member on a reduced workload will be adjusted proportionally from the full-time salary. The equivalent full-time salary will be reviewed each year in accordance with the University salary policy. Salary payments will be made in twelve (12) equal monthly instalments throughout the year.

The staff member's contributions to the McMaster Contributory Pension Plan will be calculated on the basis of equivalent full-time salary then pro-rated according to the reduced workload. The University will contribute the balance.

A year of reduced workload will be counted as one full year for pension and benefit purposes.

The guidelines regarding participation are the same as those governing participation of full-time employees.

5. SALARY CONTINUANCE AND LONG TERM DISABILITY

Coverage will extend throughout the year. Benefits and contributions will be calculated on the basis of the employee's actual monthly salary.

6. GROUP LIFE AND SURVIVOR INCOME BENEFIT

Coverage will extend throughout the year. Benefits and contributions will be based on the employee's equivalent full-time salary.

7. HEALTH INSURANCES (OHIP, MAJOR MEDICAL, ETC.)

Coverage will extend throughout the year. Contributions will not be pro-rated and will be made on the same basis as for full-time employees and must be paid over the full calendar year.