



Pre retirement Contracts

Contact Officer Manager Employee Relations

PROCEDURE	Purpose	This policy outlines the procedures used to process a pre retirement contracts.
	Procedure	
	Staff member	Express interest in a pre retirement contract by completing the Pre retirement contract application form. The application form should indicate proposed dates for the pre retirement contract.
	Staff member and the supervisor	Discuss the terms of the proposed Pre retirement contract and develop a transition plan if appropriate (including details of whether and how the position should be filled).
	Supervisor	Provide a recommendation to the Dean or Director together with the rationale for the approval of the pre retirement contract, the details of any special contract terms and the transition plan.
	Dean or Director	Prepare a recommendation to the Deputy Vice Chancellor to be sent via the Director Human Resources. The recommendation should include confirmation that the budgetary implications of the Pre retirement contract can be accommodated by the Division.
	Human Resources	Provide advice to the DVC regarding compliance with this policy and organisational planning.
	DVC	Decide if the pre retirement contract will be approved and inform Human Resources.
	HR	Advise the Dean/Director and the staff member and prepare the contract of employment.
	<i>Responsible Officers</i>	Andrea Lerche, Employee Relations Consultant Nick Crowley, Manager Employee Relations
Keywords	Pre retirement contract	

Date Approved	3 September 2008
Approval Authority	Director, Human Resources
Date of Commencement	tba
Amendment Dates	List the dates the policy has been amended (Day Month Year)
Date for Next Review	3 years from date of commencement
Related Policies, Procedures and Guidelines	Name and link to related policies, procedures and guidelines

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