Pre-retirement Contract Procedure

Section 1 - Purpose

(1) To outline the procedure used to process a Pre-Retirement Contract.

Scope

(2) This Procedure requires actions by the following:

a. Chief People Officer;
b. Executive Dean;
c. Head of Office;
d. Senior Employee Relations Consultant;
e. Staff Member; and
f. Supervisor.

Section 2 - Policy

(3) Refer to the Pre-retirement Contract Policy.

Section 3 - Procedures

Responsibilities and Required Actions

Apply

Staff Member

(4) Express interest in a Pre-retirement Contract by completing the Pre-retirement Contract application form. Indicate your proposed dates for the Pre-retirement Contract.

Senior Employee Relations Consultant

(5) Provide advice to the staff member and supervisor on the Pre-retirement Contract application and terms and conditions.

Supervisor

(6) Discuss the terms of the proposed Pre-retirement Contract with the staff member and develop a transition plan if appropriate, including a leave plan and details of whether and how the substantive position should be filled.

(7) Provide a recommendation to the Executive Dean or Head of Office, together with the rationale for the approval of the Pre-retirement Contract, the details of any special contract terms and the transition plan.

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Executive Dean

(8) Approve or decline the recommendation and send documentation to the Senior Employee Relations Consultant. The recommendation is to include confirmation that the budgetary implications of the Pre-retirement Contract can be accommodated by the Faculty.

Head of Office

(9) Approve or decline the recommendation and send documentation to the Senior Employee Relations Consultant. The recommendation is to include confirmation that the budgetary implications of the Pre-retirement Contract can be accommodated by the Office.

Recommend

Senior Employee Relations Consultant

(10) Prepare a recommendation for consideration by the Chief People Officer.

Approve

Chief People Officer

(11) Decide if the Pre-Retirement Contract will be approved.

Senior Employee Relations Officer

(12) Advise the Executive Dean / Head of Office and the staff member and prepare the Pre-retirement Contract.

Section 4 - Guidelines

(13) Nil.

Section 5 - Definitions

(14) Nil.

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Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
Responsible Officer	David Ward Chief People Officer
Enquiries Contact	Nick Crowley Head, Employee Relations +61 2 9850 9768

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