



## Polasaí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA140
<b>Title</b>	Retired Staff Policy
<b>Policy Owner</b>	-
<b>Date</b>	-
<b>Approved By</b>	-

### 1.0 Policy Statement

Retired staff constitute a vital part of the University of Galway community. As staff approach retirement, and thereafter, the University wishes to treat them in a fair and consistent fashion, maintaining and encouraging a mutually beneficial relationship. Retired staff who wish to continue to contribute to the work of the University will be encouraged and facilitated in doing so.

### 2.0 Scope

Staff may leave the University in a number of ways including retirement, resignation, the ending of a fixed term or fixed purpose contract or by virtue of dismissal.

The policy outlined below applies to those staff of the university who retire from the University.

### 3.0 Contractual Position

#### 3.1 New Entrants to the Public Service

For members of staff who are 'new entrants' (as defined in the Public Services Superannuation Miscellaneous Provisions Act, 2004) on or after 1st April 2004, the situation is as follows:-

- Staff employed between 1st April 2004 and 31st December 2012 have no compulsory retirement age
- Staff employed after 1st January 2013 have a compulsory age of 70 years.

#### 3.2 Non-new Entrants to the Public Service (staff employed before 1st April 2004)

The Public Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age from 65 to 70 for pre-2004 public servants. The increase in retirement age applies to employees who joined the public sector pre-6 April 1995 to 31 March 2004.

#### 3.3 Notice of Retirement

Staff who were employed prior to 1st April 2004 and who wish to retire between the ages of 60 and 65 i.e. before the retirement age of 65, must notify the University of their intention to retire and provide appropriate notice in accordance with their terms and conditions of employment.

- Academic Staff are normally required to give three months' notice (such notice to expire on the last day of the semester) in writing to the Deputy President and Registrar unless they have the special permission of the President to do otherwise.
- Administrative, Research, Technical and Library Staff are normally required to give one month's notice in writing to the Director of Human Resources unless otherwise stated in the employment contract.
- Weekly paid staff (General Operatives, some Library staff and short-term appointments) are normally required to give one week's notice in writing to the Director of Human Resources.

#### 3.4 Notice of Non-Retirement

If a staff member wishes to continue working past age 65 they are requested to provide three months' notice of their intention. The following is the process for notice:

- Academic Staff – Notice to HoS, College Dean, HR Office and Pensions Office



- Support and Technical Staff – Head of Unit, Responsible UMT Member, HR Office and Pensions Office

Staff who work beyond age 65 who must retire at age 70 are not required to give notice of their intention to retire at age 70.

NB: Membership of the Voluntary Life Assurance Scheme and Income Continuance Scheme ceases at age 65

#### **4.0 Retirement Procedure**

The University will ensure that all staff will be contacted at least 3 months in advance of their 65<sup>th</sup> birthday by the Human Resources Office to confirm their status in respect of retirement and to be provided, as appropriate, with a copy of the University's Retired Staff Policy.

All staff retiring will be offered an opportunity to attend a pre-retirement training course organised by the Human Resources Office.

Prior to their retirement, all staff will be provided with precise information on their pension entitlements by the Pensions & Investments Office.

##### **4.1 Responsibilities**

The responsibilities for implementing this procedure are as follows:

##### **The Human Resources Office is responsible for:**

- 4.1.1 Establishing, maintaining and publishing the HR procedures required to give effect to this policy.
- 4.1.2 Maintaining a record of employment history of persons engaged by the University on contracts of employment, including start and end dates of service and including the earliest and, where applicable, latest allowed dates of retirement.
- 4.1.3 Ensuring equitable, consistent and timely handling of all matters relating to early retirements, extensions of service etc.
- 4.1.4 Providing an opportunity to retiring staff to attend a pre-retirement training course organised by the Human Resources Office.
- 4.1.5 Maintaining a list of known forthcoming retirees and their scheduled dates of retirement and making it available to Heads of Schools and Units, to the Buildings Office, to the Payroll Office, to ISS and to other relevant service providers.

##### **Heads of Schools and Units are responsible for:**

- 4.1.6 Ensuring a smooth transition for the individual and for the remaining staff/students.
- 4.1.7 Manpower planning for their unit.
- 4.1.8 Promptly notifying the HR Office once it comes to their attention that an individual in their unit intends to retire.

See also Appendix 1.

##### **Individuals intending to retire are responsible for:**

- 4.1.9 Promptly notifying their Head of Unit of their intention to retire, taking account of the contractual notice period.

See also Appendix 1.



**The Pensions & Investments Office is responsible for:**

- 4.1.10 Providing individual information on pension entitlements.
- 4.1.11 Issuing an annual declaration form to be completed by the pension recipient.
- 4.1.12 Providing a point of contact through which retired staff or their legal representatives may make contact with the University.

**The Payroll Office is responsible for:**

- 4.1.13 Payment of pension.
- 4.1.14 Adjustment and cessation of payment on the death of a retired staff member, or their dependents, in receipt of a pension from the University, following appropriate authorisation.

**The Director of Physical Resources is responsible for:**

- 4.1.15 Retrieving and/or disabling keys, swipe cards, parking permits and the like.
- 4.1.16 Reallocating vacated accommodation.

**5.0 Benefits and Courtesies for Retired Staff**

Retired staff who wish to continue to make an active contribution to the work of the University will be facilitated in doing so. All retired staff will be afforded the following benefits and courtesies:

- (i) A Retired Staff ID card which will be issued on request and which will allow them to access the

following facilities of the University:

- The Library
- Computer Suites

and enable them to avail of the Staff discount scheme.

- (ii) Membership of the Retired Staff Association and the University Staff Club.
- (iii) An ISS account which will give the retired person access to such ISS facilities as may be determined by the University from time to time.
- (iv) Continued use of their University e-mail account under specified terms and conditions.
- (v) Eligibility to join and participate in University Clubs and Societies.
- (vi) A copy of Ollscéala providing they request it in writing from the Marketing and Communications Office.
- (vii) Discounts from the University Bookshop at the same rates as staff.
- (viii) Membership of the University Sports Centre, Kingfisher Club at the Staff rate.
- (ix) The University will maintain a Retired Staff e-mail list. All staff issuing notices in the University will be advised of the availability of the list in order that retired staff may be appropriately copied on relevant e-mails.
- (x) Qualifying Pensioners appointed prior to 1st October 1992 are entitled to a Fee Concession Scheme.
- (xi) Údarás na hOllscoile, on the recommendation of the Academic Council, has the power to confer the title of Emeritus Professor upon any Professor of the University, or the title of Emeritus Lecturer upon any Lecturer of the University, on or after their retirement, in recognition of their services to the University. The title may be conferred only so long as the Professor or Lecturer in question does not hold another office of a similar character. An Emeritus Professor or Emeritus Lecturer shall not be entitled to perform any administrative or executive functions as a member of the Academic Council or otherwise, but shall



be permitted to perform such administrative function as the President may, with the approval of Údarás na hOllscoile, request from time to time.

Retired staff are not:

- Entitled to any allocation of University Office or Laboratory Space. The University may at its discretion provide retired staff with limited office facilities.
- Entitled as of right to a University Parking Permit, but may apply for one in particular circumstances.
- Authorised to act in the name of the University and are not permitted to utilise University stationery without the express written permission of the President.
- Permitted to manage any university budget.

Other policies may apply in circumstances where retired staff continue to make an active and significant contribution to the work of the University.

#### **6.0 Authorisation and Review**

This policy has been approved by Údarás na hOllscoile.

The Director of Human Resources is responsible for reviewing and maintaining this policy.



**Appendix 1- Checklist of Actions for Staff retiring from University of Galway and their Heads of Schools/Units**

<b>Actions required of Staff retiring from the University</b>	✓
Confirm intention to retire to the appropriate authority, in line with terms and conditions of employment.	
Attend a 'handover' meeting with Head of School/Unit and complete necessary handover tasks, as directed by the Head.	
Ensure that all outstanding annual leave is taken prior to the last day of work, in accordance with normal University procedures.	
Ensure that you have submitted online any outstanding expenses before your access to the web expenses system is terminated.	
Attend a pre-retirement planning course, organised by Human Resources.	
If you availed of the Cycle to Work Scheme, contact Human Resources to arrange repayment.	
If you availed of the Housing Loan Scheme, and part of the loan remains unpaid, contact the Pensions & Investment Office to make arrangements for repayment.	
Notify Human Resources if your correspondence details are changing.	
Notify Human Resources if you require a Retired Staff Card, which will allow access to the Library, computer suites and other University facilities.	
Notify the ISS Help Desk if you wish to be copied on relevant University emails.	
Notify the Payroll Office if you require subscriptions (such as health insurance, credit union, bank or others) to continue to be deducted from your monthly pension.	
Notify the Office of the Chief Operating Officer if you wish to apply for an Annually renewable carparking permit on a concessionary basis—this applies in situations where a retired staff member continues to make a significant contribution to the University, as deemed by the Chief Operating Officer.	
Notify Security, Buildings Office, if you wish to arrange access to the shared office space for retired staff in Room 103, Áras na Coiribe.	
Return your Staff ID Card to Human Resources.	
Return keys and swipe cards to Security, Buildings Office.	
Return Carparking Permit to the Parking & Information Office.	
Return other University property/equipment to the Head of School/Unit (e.g. laptop, mobile phone, data devices, laboratory material, etc.).	
Ensure that your office is vacated on the official date of retirement.	



<b>Actions required of Heads of Schools/Units when members of staff retire</b>	✓
Co-ordinate handover process with retiring staff member.	
Check status of ongoing projects and ensure procedure notes for retiring staff member's areas of responsibility are up-to-date.	
Transfer areas of supervision, projects and responsibilities of retiring staff member, as appropriate.	
Where relevant, transfer budget responsibility from the retiring staff member's remit— advise Management Accounting, Research Accounts and Financial Accounting, as appropriate.	
Ensure that the retiring staff member has returned all University property/equipment (e.g. laptop, keys, security/access items, carparking permit, etc.).	
Ensure all outstanding annual leave is taken by the retiring staff member by the planned end date, in accordance with normal University procedures; submit annual leave sheet to the Human Resources Office (if not on Core Time).	
Agree with the Buildings Office how the office space being vacated by the retiring staff member is to be reallocated.	
Instruct the Buildings Office as to whether the retiring staff member's telephone is to be disconnected or reassigned.	
Ensure that all actions required of the retiring staff member are completed before the last day of employment.	