

Planned Retirement

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Applies From:	Immediately		

1 Introduction

1.1 Purpose

To offer guidance to staff, who have been employed at Ara for at least 10 years and who wish to retire permanently from tenured employment, to make quality decisions with regard to their retirement.

1.2 Scope and Application

This policy applies to all full-time Ara staff wishing to retire and have been employed by Ara in a tenured position/s continuously for at least 10 years.

1.3 Formal Delegations

The Director Corporate Services may approve planned retirement schemes under this policy. The Director Corporate Services may delegate authority within this policy.

1.4 Definitions

- a **Planned Retirement:** Support provided to eligible staff who want to retire permanently from full time employment who have been employed by Ara for at least 10 years.
- b **Exceptional Circumstances:** Reasons other than age or length of service (usually serious illness) that are accepted by the Director Corporate Services as grounds for planned retirement.
- c **Benefits:** The precise arrangements will be negotiated individually but could include any one of the following or a mutually agreed combination of:
 - i a reduction to a proportional/part-time position for an agreed period.
 - ii an Ara training package discount (in accordance with the Ara policy) to assist with preparation for retirement and/or change of lifestyle
 - iii recognition of experience and expertise: The Management of Ara may keep on record the experience and expertise of retired staff whose specialised knowledge and competence make them a resource for future projects that could be undertaken through negotiated short term contracts. This would in no way imply intent or undertaking to provide future employment. A record of experience and contact information for such retirees will be kept by Human Resources.

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Related Ara Procedures	Related Ara Policies <ul style="list-style-type: none"> • CPP214 Human Resource Management • CPP211 Code of Professional Practice • CPP204 Equal Employment Opportunities
Related Legislation or Other Documentation <ul style="list-style-type: none"> • 	Good Practice Guidelines
References <ul style="list-style-type: none"> • 	
Notes	

2 Principles

- 2.1 Ara wishes to recognise a staff member's contribution to the Institute over a significant period of meritorious employment.
- 2.2 Exceptional circumstances will be taken into account when negotiating the retirement of a staff member who falls within the scope of this policy.

3 Associated procedures for

Ara Corporate Policy on: Planned Retirement

Contents: 3.1 General

3.1 General

- a Except in the case of illness, a staff member wishing to be considered for planned retirement must apply to the Director Corporate Services up to twelve months prior to the anticipated date of retirement. Such application will not be considered to constitute notice of actual resignation or retirement.
- b Staff may discuss their options and ideas for retirement (in context of the provisions above) with their manager and/or Senior HR Advisor, prior to applying to the Director Corporate Services.
- c The staff member and Director Corporate Services will negotiate an appropriate individual employment agreement within this context. Any outstanding annual leave must be taken or cashed up separately before the retirement takes effect. The timing of such leave is determined in consultation with the line manager.

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