

12 April 2006

Retirement Policy

1. Introduction
 - 1.1 This policy has been written in response to the Employment Equality (Age) Regulations 2006 but reflects the existing practices within the college in respect of the retirement age. Procedures have been added to handle the situation where an employee wishes to apply to work beyond their normal retirement date.
2. Scope and Policy
 - 2.1 This policy covers all full-time and part time staff working at Great Yarmouth College and is effective from 1st September 2006.
 - 2.2 The normal retirement age is 65 and all staff will normally retire on their 65th birthday (the planned retirement date). Consideration will be given to permitting lecturing staff to continue to the end of the term in which they reach their 65th birthday to facilitate continuity of teaching.
 - 2.3 This policy is separate from and does not affect an individual's pension plan.
- 3 Procedure to advise of planned retirement date
 - 3.1 6 months before an employee's 65th birthday Personnel will write to the employee to advise of the planned retirement date and to outline the process to be followed should the employee wish the college to consider a request to continue working after the planned retirement date.
 - 3.2 The employee is required to confirm in writing their actual retirement date or their wish to follow the process for considering working beyond their planned retirement date.
- 4 Procedure for considering a request to continue working beyond the planned retirement date
 - 4.1 The employee may make a request to continue working beyond their planned retirement date at any point between 6 months and 3 months before the planned retirement date.
 - 4.2 A meeting will be held with the Assistant Principal (Learner and Staff Services) to discuss the request. The employee may be accompanied at this meeting by a fellow member of staff of their choice.

- 4.3 The Assistant Principal (Learner and Staff Services) will write to the employee within two weeks of the date of the meeting with the decision on whether the college agrees to the employee working beyond their normal retirement date.
 - 4.4 Where the Assistant Principal (Learner and Staff Services) does not to agree with the employee working beyond their planned retirement date the employee has the right of appeal against this decision. This appeal must be in writing to the Principal within two weeks of receipt of the letter advising of the decision on working beyond the planned retirement date.
 - 4.5 The appeal must be heard by the Principal or a nominated member of the Strategic Planning Team within two weeks of the date of the appeal letter and a decision sent to the employee within two weeks of the date of the meeting.
 - 4.6 The decision of the Principal or nominated member of the Strategic Planning Team is final.
 - 4.7 In exceptional circumstances where the college has agreed to a continuation of employment beyond the planned retirement age the contract will be extended for an agreed period of up to one year subject to review.
- 5 Senior Post Holders
- 5.1 In the case of Senior Post holders the procedures will be in accordance with the procedures of the Corporation Special Committee.