



<b>Subject</b>	<b>FACULTY SERVICE RECOGNITION ON RETIREMENT ALLOWANCE (SRRA)</b> (formerly titled "5.15 Faculty Service Recognition on Retirement Allowance (SRRA)")		
<b>Procedure Section</b>	<b>11 Change in Employment Status</b>		
<b>No.</b>	11.00		
<b>Exempt Employment Policy References</b>	Not Applicable		
<b>Collective Agreement References</b>	Faculty	Article30 (Retirement, Clause 30.3) MOA #1 (RE: Service Recognition of Retirement Allowance)	
<b>Forms &amp; Other Reference Material</b>			
<b>Status of Approval</b>	Approved	16-Oct-2013	Chris Rawson

**PREAMBLE:**

The collective agreement with the Okanagan College Faculty Association ("OCFA") provides for a service recognition on retirement allowance ("SRRA"). This allowance applies to employees on a continuing appointment who are retiring, and who have a minimum of five (5) completed full-time equivalent years of service with the College or its predecessors. The service recognition on retirement allowance is not payable to employees who resign or are terminated for cause.

**PROCEDURE:**

1. An employee who wishes to retire must be at least age 55 and must give at least six months' notice in writing by the last business day of December of the fiscal year prior to the planned retirement to their with a Dean/Director with a copy to Human Resources.
2. The notice period may be waived by mutual consent of the Dean/Director. Such consent must be confirmed in writing.
3. A College Professor shall not retire during an instructional period without the agreement of the Dean of the program area.
4. Upon receipt of notice of retirement, for employees on continuing appointment who are eligible for the SRRA, Human Resources will calculate the full-time equivalent service of the employee. Human Resources will acknowledge the employee's retirement in writing and provide information to the employee regarding final pay, termination of benefits and an estimate of any payout of unused vacation or sick leave credits to the specified maximums and preliminary information related to the SRRA. An employee may be eligible to roll over all, or part of, their unused sick leave credits to a registered retirement savings plan (RRSP). Human Resources will provide forms, for the use of employees who wish to do so.
5. Full-time equivalent service includes all work in all employee groups at Okanagan College or its predecessors excluding overload, summer session, distance education, non-bargaining unit (Continuing Studies) work, and any leaves where service is not continuous. Where personnel records prior to a break in service are missing or incomplete, the onus is on the employee to

provide reasonable evidence of the service in order to be eligible for SRRA payments on the period of time prior to the break in service. If an employee becomes entitled to an SRRA after an SRRA has already been paid, that employee shall be recognized in the succeeding payment only for that period of service which followed the period used to calculate initial SRRA.

6. Full-time equivalent service cannot be more than 1 full-time equivalent year of service per year.
7. To calculate full-time equivalent service (to a maximum of 1 FTE per year) Human Resources includes any of the following that may be relevant:
  - a. Administrative service – calculated as total hours worked less unpaid leaves
  - b. Faculty service – calculated by totalling:
    - i. Continuing work less unpaid leaves
    - ii. FTE FT Term work – calculated as fraction of the year that employee worked
    - iii. FTE PT Term work
      - a) total TLUs divided by 12 or
      - b) total non-instructional hours divided by 1820
      - c) Instructors (1977-2001) excluding nursing – use equivalent hours as per the collective agreement at the time
        - a. one hour scheduled in the college course or program timetable for direct instruction
        - b. two hours scheduled in the college course or program timetable for a laboratory, seminar or similar activity and where a lab instructor is provided
        - c. one hour scheduled in the college course or program timetable for a laboratory, seminar or similar activity and where a lab instructor is not provided
      - d) Lab instructors (1977-2001) – use equivalent hours as per the collective agreement at the time
        - a. one hour of laboratory supervision scheduled in the college course or program timetable;
        - b. one hour of preparation and clean-up (take-down);
          - i. this includes lab prep and/or general prep if this was noted in the employee's personnel file
        - c. the marking of laboratory assignments for 12 students enrolled in the course and assigned to the laboratory instructor as of the last day for late registration and course changes
          - i. marking will be included in the calculation if this was paid time as noted in the employee's personnel file
    - c. Vocational service – calculated as total hours worked divided by 1560 hours
    - d. Support Staff service – calculated as total hours worked divided by 1820 hours
  8. Faculty travel time is calculated for FTE service where included as part of a full-time continuing or term workload.
  9. Service is prorated in both the first and the last year of employment. In each of these years, an eligible employee is given full-time equivalent service for the portion of the year that they worked.
  10. In calculating full-time equivalent service under the Collective Agreement with the OCFA the following leaves are included: union leave, sick leave, the first 24 months of long term disability

leave or leave on a WorkSafe BC claim, maternity and parental leave, bereavement leave, compassionate or family illness leave, jury duty, exchange leave, extended study leave, secondment and the initial period of compassionate care leave under the Common Agreement.

11. In calculating full-time equivalent service under the Collective Agreement with the OCFA, the following leaves are excluded; additional parental leave, additional long term disability leave or leave on a WorkSafe BC claim, general leave, public duty leave, deferred salary leave and any additional period of compassionate care leave under the Common Agreement.
12. Leaves that contribute to continuous full-time equivalent service are generally the same amongst employee groups. However, there may be some differences and Human Resources will look at these when full-time equivalent service is calculated.
13. Once full-time equivalent service is determined, Human Resources will determine the SRRA amount (i.e. FTE x 5 working days x current salary rate).
14. Human Resources will sort employees eligible for SRRA on the basis of greatest to least service. The amounts are reconciled against the SRRA fund as of March 31 annually to determine:
  - a. who and how many retirees in the immediate fiscal year will be granted the SRRA up to the funding limit;
  - b. who and how many retirees will not receive the SRRA in the immediate fiscal year and for whom the payment of the allowance will be deferred.
  - c. excess funds, if any.
15. In any fiscal year, the total SRRA payments will not exceed the value of the available funding. General wage increases are applied to SRRA funding, as applicable.
16. Following the reconciliation of the fund Human Resources will send a letter to the employee confirming the date of the SRRA payment. If an employee does not receive the SRRA payment as a result of the demand exceeding the available funding, the employee will have preference over all other applicants in the subsequent calendar year and will receive their SRRA in the fiscal year following his or her retirement.
17. An employee may be eligible to roll over all, or part of, their SRRA to a registered retirement savings plan (RRSP). Human Resources will provide forms, for the use of employees who wish to do so.
18. The SRRA payment or sick leave payout, if applicable, may be deferred to the next calendar year, at the request of an employee, provided that it is paid in the same fiscal year.
19. Should an employee's SRRA payment or sick leave payout occur in a subsequent calendar year (either as a result of overdemand or a request for a deferral) there will be no effect on the eligible employees' retirement date. The employee will retire on the date specified in their letter and will receive their final pay, including any payouts of vacation and sick leave that apply. The employee will receive their SRRA and, if applicable, sick leave payout, in the following year,
20. Human Resources are responsible for advising the OCFA if there are any excess SRRA funds.
21. If there are excess funds, Human Resources will meet with the OCFA by May 31 of each year to determine if there is a mutually agreeable use for such excess funds.
22. If the OCFA and the College cannot agree on an alternative use for the excess funds, the excess will be distributed to employees within the bargaining unit in a manner and on a date mutually agreed to between the OCFA and the College.