

The Division makes available a Retirement Transition Strategy Program for certificated staff who qualify.

The Retirement Transition Strategy Program will operate on the basis of the following practices and procedures:

1. The Retirement Transition Strategy Program is only available to those teachers who hold continuous contracts with the Division upon the date of their application and who are actively working at the time of application.
2. Teachers applying to participate in the Retirement Transition Strategy Program must have attained an age of 55 by the effective date of retirement.
3. Teachers must have applied to their respective Pension Plan before their date of resignation and received approval for pension benefits to take effect immediately upon retirement from their continuous teaching contract. **Planning ahead is important to provide time for approval, processing and maximizing this program.**
4. If you are in accordance with Steps 1 to 3, send Human Resources a letter of intent outlining your request including the following:
  - 4.1 In order to receive maximum benefit from the Retirement Transition Strategy Program, the teacher should resign effective December 31<sup>st</sup>.
  - 4.2 Upon resignation, the teacher will receive a temporary term teaching contract effective the date following the effective retirement date, which cannot exceed 120 fulltime equivalent (FTE) days in that same school year. The teacher shall include a suggested termination date, and if applicable, a suggested FTE assignment, for the temporary term contract with beginning and end dates.  
Example: The teacher retires effective December 31<sup>st</sup>. The Board offers the teacher a temporary term contract for the remaining portion of the school year only (i.e. January 1 to June 30 OR the end of the school year or earlier).
  - 4.3 A copy of this letter of intent should also be sent to your School Principal/supervisor. The applicant must give at least 30 days notice of intent.
5. The Superintendent or designate may accept or reject any application to participate in the Program. Neither the Board nor the teacher is making any commitments to a further employment relationship after the teacher's resignation date and fulfillment of the temporary term contract.
6. Retired teachers must be enrolled in **ASEBP's Early Retiree Benefit Plan**. Effective the first day following the retirement effective date, the Early Retiree Teacher is enrolled back into the ASEBP benefit plan with full benefits as a condition of employment.

**It is extremely important that employees, who are considering applying for this program, contact their Pension Plan representative to discuss:**

- **their pension eligibility,**
- **the impact of this program on them personally, and**

- **their benefit entitlement under the Plan.**