



REGINA

RETIREMENT GRATUITY

1. Subject to retirement gratuity benefits extended by way of agreements or stated conditions of employment, an employee of the Division with a minimum of ten (10) years continuous full-time equivalent service, (as defined in section 2) as of June 30, 2016, shall be eligible for a retirement gratuity.
2. Calculation of Length of Service:
 - 2.1 Only service with the Division shall be considered when calculating the gratuity.
 - 2.2 Leaves of absence without pay during the term of employment shall not be considered as service.
 - 2.3 Part-time service shall be equated to equivalent full-time service.
 - 2.4 It shall be the responsibility of the employee concerned to provide information relative to length of service.
3. Calculation of Gratuity Payable:
 - 3.1 The gratuity payable shall be determined taking into account the following:
 - 3.1.1 the length of service,
 - 3.1.1.1 The gratuity shall be calculated based on ten (10) percent of the regular annual salary, plus one-half day's salary for each additional year, or part thereof, of service in excess of ten (10) years as at June 30, 2016, based on the salary rate in effect at June 30, 2016. For employees who are in receipt of full-time disability benefits immediately prior to retirement, the salary rate shall be the rate paid to the employee prior to the receipt of full-time disability benefits or the salary rate in effect at June 30, 2016, whichever is lower.
 - 3.1.2 and in the case of employees who are members of the Regina Public School Teachers' Association (RPSTA) the date of written notification of retirement provided by the employee.

<u>Prior notification of retirement date</u>	<u>Gratuity Payable *</u>
Six months	100%
Five months	90%
Four months	80%
Three months	70%
Two months	60%
One month	50%
Less than one month	0%

*expressed as a percentage of the amount calculated according to 3.1.1.1.

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4. General Conditions:
 - 4.1 The Division may request confirmation that the employee qualifies for retirement benefits and the effective date that the employee shall be in receipt thereof.
 - 4.2 The gratuity shall be payable, in full, to the employee as of the date of retirement from the Division.
 - 4.3 A retirement gratuity shall be paid to the estate of an employee who qualifies for retirement benefits, who meets the length of service conditions of this procedure, and who dies while in the employ of the Division.
5. Early Declaration of Retirement Initiative:
 - 5.1 In lieu of a retirement gratuity pursuant to this procedure, employees who are eligible for a retirement gratuity may choose to participate in the "Early Declaration of Retirement" Initiative.
 - 5.2 Employees participating in the Initiative shall be eligible to superannuate on the last teaching day of December or December 31.
 - 5.3 Eligible employees shall provide 30 days notice to the Superintendent, Human Resources and Workplace Diversity that they wish to participate in the Initiative and agree to retire on one of the two specified dates.
 - 5.4 In return for participation in the Initiative, the Division shall rehire participating employees on temporary contracts for the remainder of that school year.

Reference: Section 85, 87, 109, 211, 212 *The Education Act, 1995*
The Saskatchewan Employment Act