

# Conversion to a Fixed-term Pre-Retirement Contract - Procedures



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## Definitions

A fixed-term appointment is an appointment which has a specific commencement date and a specific end date.

An ongoing appointment is employment for an indefinite period and is other than a fixed-term or casual appointment.

A pre-retirement contract is a fixed-term contract of employment entered into by the University with a staff member who has indicated a willingness to commit to a retirement date. A pre-retirement contract supersedes any pre-existing contract/s of employment. The term of a pre-retirement contract is normally up to a maximum of one year, except in circumstances where the staff member chooses to take their accrued leave entitlements during the term of the pre-retirement contract. In such circumstances, the pre-retirement contract may be extended for a period no greater than six months.

Preservation age is the age at which a person can access their superannuation upon permanent retirement from the workforce. A person's preservation age is determined by the year the person was born.

A salary loading means an amount paid in addition to base salary. For the purposes of a pre-retirement contract with the University of the Sunshine Coast, a salary loading of 10 percent is payable.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE OFFICER

Vice-Chancellor and President

### DESIGNATED OFFICER

Director, Human Resources

### FIRST APPROVED

19 November 2014

### LAST AMENDED

14 September 2017

### EFFECTIVE START DATE

14 September 2017

### REVIEW DATE

1 January 2021

### STATUS

Active

## 1. Purpose of procedures

These procedures outline the process for an eligible University staff member to apply to convert their ongoing appointment to a fixed-term pre-retirement contract and make clear the requirements of Senior Officers of the University to ensure administrative responsibilities are fulfilled and policy principles are implemented effectively.

## 2. Procedures

2.1 While the University generally encourages the use of pre-retirement contracts, they are not an entitlement, and can only be agreed when the cost of the pre-retirement contract is offset by a resulting benefit or gain to the University.

2.2 Eligible staff who are considering applying for conversion to a fixed-term pre-retirement contract should discuss their intention to apply with their supervisor before submitting an application.

2.3 An application form is available and specifies:

a) the position and level of appointment;

b) the start and end dates of the contract;

c) the hours of work; for example, the staff member can seek to work full-time, part-time or a combination of both over the term of the contract;

(d) (i) if the applicant has a full-time ongoing appointment and seeks to reduce their time fraction for all or part of the term of the pre-retirement contract, whether or not they choose to contribute to superannuation at the full-time loaded rate (in which case the University will also pay the employer contribution at the full-time loaded rate);

(ii) if the applicant has a fractional appointment and seeks to further reduce their time fraction for all or part of the term of the pre-retirement contract, whether or not they choose to contribute to superannuation at the fractional loaded rate that applied immediately prior to the commencement date of the pre-retirement contract (in which case the University will maintain that rate of employer contributions);

(e) for annual leave and Long Service Leave (if applicable), whether or not the applicant seeks to:

(i) be paid out at the conclusion of the ongoing appointment at the unloaded rate and a new balance commence for the period of the fixed-term pre-retirement contract; or

(ii) carry over entitlements to the pre-retirement contract.

f) confirmation that the applicant has sought independent financial and superannuation advice.

[usc.edu.au/policy](http://usc.edu.au/policy)

2.4 The application form is submitted to the Cost Centre Manager for approval.

2.5 If approved, the Director, Human Resources will confirm in writing:

- (a) the termination of the applicant's ongoing appointment; and
- (b) the terms and conditions of the fixed-term pre-retirement contract.

### 3. Responsibilities

ACTIVITY	UNIVERSITY OFFICER
Receive and approve or not approve applications for pre-retirement contracts	Cost Centre Manager
Confirm in writing the termination of ongoing appointments in writing and the terms and conditions of the fixed-term pre-retirement contract of employment	Director, Human Resources
Monitor and report on applications for and approvals of pre-retirement contracts annually	Director, Human Resources

END

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#### RELATED DOCUMENTS

Conversion to a Fixed-term Pre-Retirement Contract - Operational Policy

#### LINKED DOCUMENTS

Conversion to a Fixed-term Pre-Retirement Contract - Operational Policy

#### RELATED LEGISLATION / STANDARDS

USC Enterprise Agreement