

Administrative Procedures 435
Staff Retirements or Resignations



Adopted: June 28, 2011

Amended: July 27, 2022

External References

- Education Act: Sections 85, 211, 212
- The Saskatchewan Employment Act
- Sun West Teacher Local Bargaining Agreement
- CUPE 4802 Collective Bargaining Agreement

Internal References

Background

The Division requires that employees wishing to retire or resign from the employ of the Division do so in accordance with the provisions of legislation, collective agreements and Division administrative procedures.

In order to encourage teaching staff to provide timely notice of their intention to retire an early declaration incentive is offered. This enables the Division to make staffing decisions for the following school year.

Procedures

1. Retirements/Resignations

- 1.1 The employee wishing to retire or resign from employment with the Division shall submit a signed and dated letter to the Human Resources Manager specifying the effective date of retirement or resignation and the last day of work.
 - 1.1.1 Teachers resigning or retiring must submit the notice in writing a minimum of thirty (30) days in advance of the effective date, or by May 31 if not returning the following year.
 - 1.1.2 Support Staff members resigning or retiring must submit the notice in writing a minimum of two (2) weeks in advance of the effective date.
- 1.2 Upon receipt of the letter, the Human Resources Manager shall:
 - 1.2.1 Provide a letter acknowledging the resignation or retirement;
 - 1.2.2 Forward a copy of the letter accepting the retirement or resignation, to the payroll department.
- 1.3 If, upon receipt of the letter, the Human Resources Manager believes that the period of notice does not comply with the conditions of employment, the Director will:
 - 1.3.1 Require of the employee the appropriate period of notice; or
 - 1.3.2 Accept the retirement or resignation as offered
- 1.4 In the event an employee is absent from work for undisclosed reasons for a period of two (2) weeks, the position will be considered abandoned and therefore vacant.

2. Teacher Early Retirement Declaration

- 2.1 This initiative is available to teachers who are actively employed with Sun West

School Division and are eligible and elect to retire between January 31st and May 31st of the school year.

- 2.2 Teachers qualifying for this arrangement will be able to commence their retirement as early as January 31, February 28, March 31, April 30 or May 31 and will be offered a temporary contract to June 30.
- 2.3 This program is strictly voluntary. In return for voluntarily agreeing to retire as early as January 31st and no later than May 31st, the Division will rehire the teacher on temporary contract for the remainder of the school year. Temporary teaching contracts will be issued for the months following the retirement date until the end of the current school year.
- 2.4 If a teacher is eligible and wishes to participate, the teacher must provide a letter of resignation for the purpose of retirement to the Human Resources Manager.
 - 2.4.1 The letter must be received by **December 31st** for teachers retiring effective January 31st.
 - 2.4.2 The letter must be received by **January 31st** for teachers retiring February 28th (29th) to May 31st.
 - 2.4.3 The effective date of retirement can be no earlier than January 31st and no later than May 31st.
 - 2.4.4 The retirement date chosen must also coincide with the last day of the month in which the retirement will occur.

3. Returning Division Property

- 3.1 Upon retirement, resignation, or moving to a different position within the Division, employees are to return the laptops, iPads, cell phones, keys, etc. that were provided to them to perform their duties to their supervisor.