



FÉDÉRATION DU PERSONNEL DE SOUTIEN
DE L'ENSEIGNEMENT SUPÉRIEUR

GUIDE FOR THE COLLEGE SUPPORT STAFF COLLECTIVE AGREEMENT

GRADUAL RETIREMENT

Article 7-18.00

Applicable to regular employees

Warning: This document is an attempt to simplify certain rights found in the college support staff collective agreement: FPSES – CSQ (C-7)

The collective agreement, the provincial letters of agreement attached to this agreement, and the legislation cited remain the only official texts.

In case of doubt, contact your Union.

GUIDE OF THE GRADUAL RETIREMENT PLAN

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ELIGIBILITY

In order to be eligible to participate in the gradual retirement plan, you have to meet the following conditions:

- you must be a full-time regular employee;
or
you must be a regular part-time employee whose regular work-week must be more than forty percent (40 %), which is:
 - more than 14 hours for administrative personnel;
 - more than 15.5 hours for manual labourers and trades personnel;
- if you are eligible you have to retire when the plan terminates;
- the College must agree to allow you to participate in the plan. (Clause 7-18.01)

An employee may only participate in this plan once. (Clause 7-18.14)

ACCOMMODATION MEASURE

Gradual retirement could be considered as an accommodation measure if the employee has health problems. If the College refuses to allow you to participate in this program, contact your Union..

TERMS OF THE PLAN

In order to participate in the gradual retirement plan, you have to submit a written request to the College at least 60 days in advance. This request must specify:

- the duration of the plan, which can vary between 12 and 60 months;
- the number of hours per week or per year that you wish to work, which cannot be less than 40% of hours specified for your class of employment, which means :
 - 14 hours per week or 728 hours per year for administrative, secretarial and technical personnel;
 - 15.5 hours per week or 806 hours per year for manual, maintenance and trades personnel;
- the weekly work schedule per week or per year that you are proposing. (Clause 7-18.02)

Note: The employee who is temporarily laid-off is eligible for the gradual retirement program as long as the above-mentioned conditions are met. In such a case, the employee who holds a seasonal job or a job with temporary lay-off must work, in the course of one contractual year, at least 40% of the hours specified by his class of employment.

In other words, the employee who is temporarily laid-off must divide the minimum number of hours corresponding to 40% by the number of weeks worked.

The percentage of time worked or the work schedule may be modified as long as the College agrees. (Clause 7-18.03)

If for reasons beyond his control (for example, a strike, lock-out or corrections made to his service record), the employee is not eligible for retirement at the end of the plan, it shall be extended until he becomes eligible for retirement. (Clause 7-18.03)



CASE STUDY

Here are two examples of gradual retirements which a person could request.

Example 1 Requesting a gradual retirement

A full-time employee would like to have Fridays off. She has 31 years of service with RREGOP and is eligible to retire in 4 years.

Q. What must she do?

A. She must:

- submit a written request to the College 60 days before the date on which she would like her gradual retirement plan to begin;
- specify which day of the week she will not be working, and the first day on which she will not work;
- establish the duration of the plan. We advise you to request a 5-year plan since you will be agreeing to retire at the end of your plan. You could always retire earlier even though you are in a 5-year plan.
- come to an agreement with the College on the terms and conditions of your plan.

In this case, her remuneration will be equivalent to 80% of her salary.

Example 2 Modifying a gradual retirement plan

Two years into her plan, the spouse of this person decided to retire and wants to spend January, February and March down South. What can she do?

She could modify her gradual retirement plan. She needs to come to an agreement with the College to modify her weekly 4-days per week plan into an annual plan which would give her three months of gradual retirement leave.

She would work full-time each week for 9 months with January, February and March as gradual retirement leave. With this plan, she would only be working 75% on an annual basis, so her weekly salary would have to be adjusted to correspond to this percentage.

NOTE The same examples apply to part-time regular employees and employees who can be temporarily laid-off, as long as they work at least 40% of a regular work week according to their class of employment.



RIGHTS & OBLIGATIONS WHILE PARTICIPATING IN THE PLAN

While you are participating in the plan:

You maintain the following rights as if you were not participating in the plan:

- you maintain your status as a full-time or part-time regular employee, depending on the position that you hold, with respect to the application of articles 5-4.00 – Elimination of a position having an incumbent, 5-5.00 – Employment priority and engagement priority, and 5-6.00 – Employment security; (Clause 7-18.11)
- you continue to accumulate seniority and experience; (Clause 7-18.06)
- you are entitled to annual increases;
- you continue to contribute to RREGOP, based on your status; (Clause 7-18.07)
- you maintain your full-time or part-time regular status with respect to calculating pension benefits or death benefits; (Clause 7-18.05)
- you are entitled to be exempt from contributing to the pension plan during the first three years of a disability (156 weeks) (Clause 7-18.09)
- the College keeps on contributing to the health insurance plan on the basis of time worked prior to the plan. (Clause 7-18.08)

The following rights will be prorated to the amount of time worked or paid while participating in the plan:

- you can receive salary insurance benefits during a disability based on the number of hours you are working; (Clause 7-18.10)
- you are covered by the provisions of the collective agreement that apply to part-time employees (vacation, legal holidays, sick-leave days, etc.), unless specifically stated otherwise. (Clause 7-18.15):

TERMINATION OF THE PLAN

The plan terminates in the following ways:

- with retirement;
- with death;
- with resignation;
- with a lay-off;
- with a dismissal;
- if you withdraw, with the agreement of the College;
- if you are transferred to another College

