



## ARCHDIOCESE OF REGINA

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|---------------------|---------------------|-----------------------|---------------|
| <b>Policy Name:</b> | Retirement          | <b>Number:</b>        | S6-9          |
| <b>Policy Type:</b> | Management of Staff | <b>Date Approved:</b> | February 2017 |
| <b>Legislation:</b> | Human Rights Codes  | <b>Date Revised:</b>  |               |

***Policy Statement:***

The Archdiocese of Regina does not have a mandatory retirement age. The normal retirement age of sixty-five (65) is consistent with the normal eligibility benefits from the Canadian Pension Plan (CPP). However, all employees of the Archdiocese of Regina upon reaching the age of sixty-five will be allowed to continue working for the Archdiocese provided:

- i. The employee desires to continue her/his employment with the Archdiocese of Regina.
- ii. Is fit and able to do so.
- iii. Meet the agreed job requirements.

***Procedure:***

- a) Upon the decision to retire, the employee will inform the administrator responsible for Human Resources, with a written notice of retirement giving at least 30 days' notice.
- b) The employee may be requested to help train her/his replacement.
- c) An exit interview is recommended. (Policy S6-12 Exit Interview) (Appendix Xa)
- d) If an exit interview is not possible the administrator responsible for Human Resources shall:
  - i. Confirm the employee's address and telephone number and provide the exiting employee with information regarding final pay, continuation of benefits (if any), the Archdiocese policies on confidentiality.
  - ii. Reclaim any Archdiocese of Regina property in the employee's possession, such as keys, or plan for the return of said property prior to the employee's last day at the Archdiocesan office. (Appendix Z)
  - iii. Have the person leaving the employment of the Archdiocese of Regina sign an exit agreement outlining the expectations of the confidentiality of information accessed while employed by the Archdiocese.

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