

# RETIREMENT (INCLUDING PRE-RETIREMENT) PROCEDURE

## SCOPE

This procedure is applicable to academic, professional and trades and services staff, herein collectively referred to as 'you' for the purpose of this procedure, and is largely governed by the relevant Enterprise Agreement. However, there are different retirement options depending on the staff member's category of employment.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) or the [Trades and Services staff \(Building and Metal Trades staff\) 2009](#) or [Trades and Services staff \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff\) 2005](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

## PROCEDURE STATEMENT

This procedure outlines the process for staff member's retiring from the University in Australia ('us', 'our' or 'we') and provides various retirement options for staff to consider.

### 1. Retirement at Monash

- 1.1 If you are retiring, there are several matters that you should investigate well before leaving Monash; good planning can be of great assistance. To understand what happens to superannuation when you retire or leave employment, retirement seminars are scheduled periodically to assist your late career transition if you are approaching retirement at Monash University campuses.
- 1.2 These seminars are designed to prompt you to think about and plan for a positive retirement experience. These seminars also help you learn about your pension options and UniSuper pension products.
- 1.3 Online registration is essential to attend these seminars. For seminar registration visit the [UniSuper website](#), select Monash University and the name of the seminar you wish to attend. There is no cost to attend these seminars. Our Superannuation Team advertise these seminars through global emails and through the Insider. You are encouraged to contact our Superannuation Team on 990 29585 or 990 29497 if you need further information about seminar dates and locations.
- 1.4 Some of the other major issues to consider when thinking about retirement include superannuation, leave entitlements and financial implications. We are not able to offer personal financial advice, therefore independent financial advice is recommended. We encourage you to talk with your supervisor, superannuation fund, accountant and financial adviser to make informed decisions about retirement options.
- 1.5 Sometimes retirement can lead to uncertainty; in this case you can seek guidance and counselling. Our [Employee Assistance Program](#) (EAP) is a confidential counselling service available to you and your immediate family members.
- 1.6 If you wish to maintain contact with us, you can explore alternative means of being actively involved with our community after retirement, for example mentoring early career researchers, supervising students, adjunct appointments or the [Monash alumni network](#). If you retire, you should not expect to be offered any further paid employment with us.

### 2. The retirement process

- 2.1 In retiring, you are required to follow the [Resignation and Exiting the University procedure](#) which sets out the period of notice required and the process that must be followed.
- 2.2 If you wish to retire and you owe an amount to us arising from your employment, we will set-off against and deduct from any amounts payable to you in accordance with [clause 26.4](#) of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019.

### 3. Pre-retirement

- 3.1 If you wish to reduce your time commitment during the latter part of your career at the University, you may wish to consider applying for a pre-retirement appointment.
- 3.2 Participation in this scheme is voluntary and, if agreed to, a new fixed-term pre-retirement employment contract of no more than 3 years in length, will be issued to you. This pre-retirement employment contract will lead to retirement as described in item 1 above.
- 3.3 If you are employed under a pre-retirement contract, you are not eligible to apply for a research grant or other benefit through us that would require, under its terms, paid employment with us to continue beyond the expiry date of your pre-retirement employment contract.
- 3.4 Where you are named investigator on an ongoing grant, we may be required to notify the funder of the change of circumstances and alter your role to ensure ongoing eligibility.

#### Step 1: You complete a pre-retirement appointment application form

- 3.5 If you are eligible and wish to apply for a pre-retirement appointment, you must;
- complete a [pre-retirement appointment application form](#); and
  - submit the form to the Head of Unit to seek support for the pre-retirement appointment.
- 3.6 The Head of Unit will consider the application for a pre-retirement appointment. If supported, the Head of Unit will sign the pre-retirement appointment application form and submit it to the Dean/Executive Director whose support is also required.
- 3.7 At any stage the Head of Unit and the Dean/Executive Director may seek advice from the HR Business Partner if the pre-retirement appointment is not supported.

#### Step 2: Monash HR coordinates the authorisation of the pre-retirement appointment

- 3.8 The Dean/Executive Director will submit the signed pre-retirement appointment form to Monash HR at [hr@monash.edu](mailto:hr@monash.edu) or Monash HR, Monash University 3800.
- 3.9 Monash HR will:
- review your pre-retirement application form to ensure the details are correct
  - liaise with the Director Workplace Relations to obtain the final authorisation of the pre-retirement appointment from the Chief Operating Officer and Senior Vice-President;
  - ensure that the authorised pre-retirement form is sent to Payroll Services;
  - advise you of the outcome via letter of offer; and
  - advise the Dean and Head of Unit that the pre-retirement appointment has been confirmed.
- 3.10 To access further information including eligibility requirements for pre-retirement appointments, refer to the relevant enterprise agreement.

### 4. Breach of procedure

- 4.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

<a href="#">Dean or Executive Director</a>	The Dean of the Faculty or Executive Director or nominee in any case where the Dean or Director has formally nominated a person to act as their nominee for the purpose.
<a href="#">Eligible staff</a>	Staff in continuing employment are eligible to participate in the scheme when they are within three years of being eligible to receive a retirement benefit from their superannuation scheme. Staff do not need to be full time (1.0 EFT) to be eligible.
<a href="#">Head of Unit</a>	A head of an academic or organisational work unit, for example, Head of School, Head of Department or where applicable, a person acting as their nominee.
<a href="#">HR Business Partner</a>	A key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.

Pre-retirement contract	A fixed-term contract of employment entered into by the University with a staff member under the applicable pre-retirement provisions of an Enterprise Agreement, and concluding with the retirement of the staff member from paid employment with the University. See the <a href="#">pre-retirement process map</a> .
Relevant Enterprise Agreement	<p>The Enterprise Agreement means the <a href="#">Monash University Enterprise Agreement (Academic &amp; Professional Staff) 2019</a> or the <a href="#">Trades and Services staff (Building and Metal Trades staff) 2009</a> or <a href="#">Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005</a> as applicable to the staff member in accordance with their contract of employment. Clauses relating to this procedure include:</p> <p>Monash University Enterprise Agreement (Academic and Professional Staff) 2019</p> <ul style="list-style-type: none"> <li>• <a href="#">Clause 34 Pre-retirement</a></li> <li>• <a href="#">Clause 57 Termination of Employment on the Grounds of Ill-health</a></li> <li>• <a href="#">Clause 40.4 Annual leave payment in lieu</a></li> <li>• <a href="#">Clause 42.9 Long service leave payment in lieu</a></li> <li>• <a href="#">Clause 46.4 Payment in lieu of closedown</a></li> </ul> <p>Monash University Enterprise Agreement (Trades &amp; Services Staff- Building &amp; Metal Trades Staff) 2009</p> <ul style="list-style-type: none"> <li>• <a href="#">Clause 16 Fractional Appointment Scheme for Retirement Planning Purposes</a></li> </ul> <p>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</p> <ul style="list-style-type: none"> <li>• <a href="#">Clause 16 Fractional Appointment Scheme for Retirement Planning Purposes</a></li> </ul>

## GOVERNANCE

Parent policy	<a href="#">Employment conditions</a>
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Employee Assistance</a></li> <li>• <a href="#">Superannuation</a></li> </ul> <p><b>Procedure forms</b></p> <ul style="list-style-type: none"> <li>• 'Leaving Monash' in <a href="#">ESS</a></li> <li>• <a href="#">Pre-retirement form</a></li> </ul>
Legislation mandating compliance	
Category	Operational
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer - 12 February 2020
Endorsement	Director, Workplace Relations – 12 February 2020
Procedure owner	Director, Workplace Relations
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Content enquiries	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400