

**LETTER OF AGREEMENT #7
BETWEEN
THE UNIVERSITY OF BRITISH COLUMBIA
AND
ASSOCIATION OF ADMINISTRATIVE AND PROFESSIONAL STAFF (AAPS)**

The University and AAPS agree as follows:

This Agreement is intended to provide a comprehensive resolution that addresses the impact of recent legislation (Bill 31, Elimination of Mandatory Retirement), as it relates to the UBC/AAPS agreement.

Article 14.5 reflects the current mandatory retirement age of 65. This Agreement will replace and supersede the current language and is effective upon date of execution thereof.

The provisions of this agreement are outlined as follows:

1.00 Statement of Principles

- 1.01 The normal retirement date is the last day of the month in which the employee turns 65 (the “Normal Retirement Date”).
- 1.02 An employee may retire on or prior to their Normal Retirement Date or an employee can work beyond their Normal Retirement Date.
- 1.03 Like those working prior to their Normal Retirement Date, an employee who decides to work beyond their Normal Retirement Date is required to perform the full scope of their duties and responsibilities.
- 1.04 An employee shall give written notice of retirement six months in advance of their planned retirement date.

2.00 Benefits

- 2.01 Benefit plan coverage will continue for employees who work past their Normal Retirement Date until the employee receives pension benefits, either voluntarily or as required by law (i.e., currently, under the Income Tax Act, an employee must begin taking their pension at the end of the year in which they turn 71), except as amended in paragraphs 2.05, 2.06, and 2.07 below.
- 2.02 The following benefit plans available to employees under the age of 65 remain in place for employees who work past their Normal Retirement Date in accordance with the terms of the Plans until the employee receives pension benefits, either voluntarily or as required by law:
 - Extended Health Plan
 - Dental Plan
 - Optional Life Insurance for Members
 - Medical Services Plan
 - Employee and Family Assistance Plan

- 2.03 The Staff Pension Plan available to employees under the age of 65 remains in place for employees who work past their Normal Retirement Date in accordance with the terms of the Plan and applicable legislation.
- 2.04 The tuition fee benefit is not limited by age.
- 2.05 The following benefit plan available to employees under the age of 65 is reduced or limited for those who work past their Normal Retirement Date until the employee receives pension benefits, either voluntarily or as required by law:
- Basic Group Life Insurance coverage is reduced to 1.0 x basic earnings.
- 2.06 The following benefit plans will not be available to employees who work past their Normal Retirement Date:
- Optional Life Insurance coverage for spouses
 - The Income Replacement Plan currently terminates benefits on the last day of the month in which the employee turns 65. In the event that in future there are changes in the IRP Plan regarding coverage beyond the last day of the month in which the employee turns 65, this provision will be superseded by any such change to the IRP Plan.
- 2.07 In addition to the above, the following benefit plans will be modified for those employees who are on an unpaid leave of absence on or after their Normal Retirement Date until the employee receives pension benefits, either voluntarily or as required by law:
- Extended Health: Out-of-Country Emergency Travel Coverage and Assistance is limited to 60 days.
 - Basic Group Life and Optional Life Insurance coverage may be maintained at the employee's cost for up to 24 months (maintenance of this coverage is extendable only with the approval of the carrier) and subject to the terms of the plan.

3.00 Sick Leave

- 3.01 There will be no change to the terms and conditions pertaining to short-term sick leave as provided for in the UBC/AAPS Agreement.
- 3.02 Where an employee who continues to work past their Normal Retirement Date is unable to perform their duties because of illness or injury and has exhausted their sick leave entitlement, the employee may take an unpaid leave of absence during which benefit coverage will be as provided for in paragraph 2.07.

4.00 Retirement Options

- 4.01 UBC Policy 49, "Reduced Workload/Responsibility Appointment – Non-Academic Staff", remains an option available to staff. For those working beyond their Normal Retirement Date, and reducing their workload under Policy 49, applicable paragraphs under section 2.0 above supersede terms related to Benefits in Policy 49 ("Benefits").
- 4.02 Alternatively, an employee who has reached the age of 55 and has had 10 years of full-time continuous service may apply to their Head/Director to take a retirement option as

outlined in Option 1 or Option 2 provided for in paragraphs 4.11 and 4.12 respectively. Heads/Directors will give serious consideration to all requests and will respond to the employee giving reasons should their application be denied in full or in part. Where an employee believes appropriate consideration has not been given then they have access to the grievance procedure.

- 4.03 The purpose of the Retirement Options is to balance the desire of staff to continue to be productive in more flexible employment arrangements with the University's need for certainty in managing our academic planning and operations, all the while maintaining cost neutrality.
- 4.04 The Retirement Options will be implemented as a pilot project. The pilot will be for a period of two years, commencing January 1, 2008, and is renewable with the agreement of the parties. Beginning January 2009, the parties agree to annually review the results of the pilot in light of its purpose and reach a resolution on any future options. If changes are made to existing Options, those currently participating in the option will be continued as per the agreement terms agreed between the Head/Director and the employee.
- 4.05 The employee must give advance notice of their intention to seek this option (the "notice period"). Twelve months' notice is preferred, but a minimum of six months is required, which may be waived by mutual agreement of the employee and the Head/Director.
- 4.06 Retirement Options are for a maximum of four years in total, (i.e. the notice period, plus the reduced workload).
- 4.07 An employee who takes a Retirement Option must continue to perform the full scope of their duties, but for a reduced workload.
- 4.08 Notice by an employee to enter into one of these options constitutes irrevocable notice to retire.
- 4.09 Salary during a Retirement Option is commensurate with percentage of workload performed.
- 4.10 Benefits provided during the Retirement Options are as provided for in Policy 49. For those working beyond their Normal retirement Date, and reducing their workload, applicable paragraphs under section 2.0 above supersede terms related to Benefits in Policy 49.
- 4.11 Option 1 – Phased-In Retirement Appointment
- During a Phased-in Retirement Appointment, the employee's workload will decrease over three years, in the first year to 75%, and then in the second or third year to 50%. This can be modified by mutual agreement of the employee and the Head/Director provided the minimum level of workload is 50%.
- 4.12 Option 2 - Part-Time Retirement Appointment

During a Part-Time Retirement Appointment an employee's workload will decrease to 50% for the full three years. Employees may explore with their Head/Director a range of possibilities such as full time/partial-year to part-time full-year options.

5.00 Processes to Support Retirement

The University will supplement current retirement counseling options to provide a more holistic approach to retirement considerations.

FOR THE UNIVERSITY

Linda McKnight
Director, HR Advisory Services

Date

FOR AAPS

David Harvey
Executive Director

Date