



# Retirement Policy and Procedure

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**Author:**  
**Date:**  
**Agreed:**

**HR Team**  
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	<b>EIS</b>
	<b>Management</b>
	<b>Unison</b>

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## **1 Introduction**

- 1.1 West Lothian College recognises that all staff have the right to remain in employment until they choose to retire and that retiral is a significant decision and change for an employee. This Policy provides practical information about retirement.
- 1.2 Employees of West Lothian College may be in one of either two separate pension schemes. The Local Government Pension Scheme is administered by the Lothian Pension Fund (LPF) and applies for Support staff. The Scottish Teachers' Superannuation Scheme is administered by the Scottish Public Pensions Agency (SPPA) and applies for Teaching staff.
- 1.3 Staff should contact the HR team who will provide details of the pensions arrangements applicable.
- 1.4 A member of staff may be eligible to retire early if he/she becomes too ill to continue to work on a permanent basis.

## **2 Purpose and Scope**

- 2.1 The scope of this procedure applies to all employees of West Lothian College and the purpose is:
  - (a) to ensure the process of retiral is effective
  - (b) to fulfil legal requirements

## **3 Notification of Retirement**

- 3.1 At least 6 months (but not more than 12 months) before the employee's intended date of retirement the employee should notify their line manager and the HR team, in writing, of the date on which retirement will take effect. The reason for this timescale is to ensure that there is sufficient time for the relevant Pensions agency to calculate and arrange payment of pension benefits.
- 3.2 The HR team will acknowledge the retiral notification letter, complete the Termination Form and communicate this to Payroll.

## **4 Arranging for Pension Benefits**

- 4.1 Due to processing time scales required by both the SPPA and the LPF, approximately 3 months before a member of staff reaches his/her retirement, he/she will be contacted by HR in order to complete the necessary forms to deal with their pension.

## **5 Returning to Employment**

- 5.1 If an employee is considering returning to employment with West Lothian College they are advised to check the implications of this on any Pensions benefits for which they are in receipt of.
- 5.2 The contract of employment for an employee who has retired will be terminated. If someone wishes to return to employment with West Lothian College the employee will be required to apply for an advertised position.

## **6 Advice and Information**

- 6.1 Further advice and information on all provisions referred to in this document can be obtained from HR.