



## Application for a Post Retirement Position

### **A.1 What the CCFA Faculty member needs to do:**

1. The CCFA member will fill in an “Expression of Interest for a Post Retirement Position” form and give it to his/her Dean or Director (or designate), indicating his/her interest in post-retirement work. The Faculty member will indicate his/her proposed date of retirement or the date that he/she has retired.
2. This form will be copied to HR and to the appropriate department chair.
3. Applicants for a post-retirement position cannot apply for the position until they have retired and must have retired according to normal College procedures prior to the closure of the posting.
4. Interested faculty members must meet with their Dean, Director (or designate) and should meet with an HR Consultant (see below).

### **A.2 What the College needs to do:**

1. The Dean, or Director (or designate) will meet with the Faculty member who expressed interest in post-retirement work as soon as possible upon receiving the letter from the Faculty member.
2. During the meeting, the Dean or Director (or designate) will review Article 18.03 on Post Retirement Employment with the Faculty member to insure that the process is well understood, stressing the following points:
  - a. The College can agree to post a vacancy for up to a 50% workload with eligibility limited to CCFA Faculty members who have retired from Camosun College by the closure of posting.
  - b. This position is for an initial period of two years unless otherwise agreed to by the employer and the successful applicant.
  - c. The option to extend this agreement will be considered prior to the end of the two year period at the wish of either party. Extension will be made by mutual consent.
  - d. The faculty member should meet with an HR Consultant to discuss the salary and benefits implications of the post-retirement position.
  - e. The College cannot promise the retiring faculty member that he/she will be the successful candidate to the post-retirement posting, as there may be other eligible retirees who will apply. In keeping with Pension Corporation rules, a promise or guarantee of post-retirement employment cannot be made prior to retirement.
3. With the approval of the appropriate Vice-President, the Dean or Director (or designate) will direct the administrative officer to prepare a posting requisition for a post-retirement vacancy at 50% workload for a term of two years.
4. Human Resources will process the posting following instructions from the school. At the closing of the posting, Human Resources will screen applicants on their eligibility as retired CCFA members. Only these applications will be forwarded to the department.