



## KENORA CATHOLIC DISTRICT SCHOOL BOARD

### 400 Personnel and Staff Relations Procedures

#### AP 410: Retirement

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This administrative procedure establishes the normal retirement age for staff members of the Kenora Catholic District School Board and provides a process for staff members to request an early retirement date or an extension beyond the normal retirement date.

Consistency and predictability of retirement age for employees of the Board is desirable. The Board and its employees need to manage retirement of employees and its effect on the Board, the employee and the schools served.

Board employees are members of either the Ontario Municipal Employees Retirement System or Teacher' Pension Plan, both of which have a normal retirement age of sixty-five.

#### 1. Guidelines:

##### 1.1 General

1.1.1 Retirement at age 65 is not mandatory however the normal retirement age for all Board employees shall be 65 years.

1.1.2 Employees will notify the board in a reasonable time or will follow the timeline stated in their contract.

1.1.3 Notices of intent to retire shall be written to the principal/supervisor with a copy to Human Resources.

##### 1.2 Retirement Date:

Retirement shall take effect in accordance with the normal dates of resignation outlined in the appropriate pension plan/collective agreement/policy unless otherwise agreed by mutual consent.

#### Legal References:

Effective Date: September 01, 1985  
Latest Review Date: March 29, 2010, August 22, 2011  
Latest Revision Date: January 26, 2012