



BISHOP GROSSETESTE UNIVERSITY

Document Administration

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## BISHOP GROSSETESTE UNIVERSITY LINCOLN

### RETIREMENT POLICY AND PROCEDURE

Responsibility for updating this policy is with Human Resources

The policy takes into account The Employment Equality (repeal of retirement age provisions) Regulations 2011 which came into force on April 6 2011 and abolished the default retirement age of 65.

Manager responsible for policy	Head of HR
Forum for approval	Senior leadership team
Date revised	April 2014
Equality Impact Assessment completed	April 2011

## **Introduction**

The purpose of this policy is to set out BGU's approach to the retirement of employees from 6 April 2011.

The University does not operate a compulsory retirement age for its employees. BGU is committed to equal opportunities for all employees and recognises the contributions of a diverse workforce, including the skills and experience of older employees. BGU operates a flexible retirement policy and employees may voluntarily retire at any time of their choosing.

## **Retirement Procedure**

If an employee has decided to retire they should inform their line manager in writing as far in advance as possible and, in any event, in accordance with their notice period as set out in the Written Particulars of Employment. This will assist the manager with succession planning.

Where an employee has indicated an intention to retire at some point in the future, this will not be contractually binding. Until the employee has given notice to terminate their contract they will be able to change their mind about the timing of retirement.

Human Resources will arrange a meeting with the employee and the line manager to discuss arrangements for retirement, including the intended date, succession and handover plans, pension details and flexible retirement if suitable to the needs of the employee and the institution. Employees should consider their pension provision and take independent financial advice before making any decision in relation to retirement.

We will continue to offer the opportunity to attend a pre-retirement training course to all employees at no cost to them. Training will take place on certain dates, details of which will be posted on the staff portal.

Employees should have regular discussions with their line manager, but most certainly this should take place when the annual performance appraisals are carried out. The line manager will discuss performance, development needs, future plans and expectations in the short, medium and long term and employees may discuss their future plans or proposals for retirement. Such discussions are important to enable the manager to plan future staffing needs. It is legitimate for a line manager to ask the employees of their plans for the future so long as it is clear that they are not asking the employee to retire or expecting them to do so. Asking the question is not discriminatory as long as the manager does not attempt to influence the employee.

An employee who is shortly to retire will have considerable knowledge relating to their role and responsibilities. Prior to retirement employees are expected to cooperate if appropriate by

- Providing details of current work in progress and next steps
- Ensuring a smooth handover of work
- Assisting in training any successor

### **Pension**

Employees aged 65 or over who are members of the Local Government Pensions Scheme (LGPS), Teachers Pension Scheme (TPS) or the Defined Contribution Pension Scheme (The Bishop Grosseteste Flexible Retirement Scheme) will remain entitled to the benefits of the scheme, in accordance with its rules. Members who decide to retire on a specific date may request details of their pension entitlement from Mouchel for the LGPS, Teachers Pensions directly for TPS and Friends Life for the Bishop Grosseteste Flexible Retirement Scheme.

### **Private Medical Insurance**

The University provides private medical insurance for post holders in the senior leadership team. In accordance with current legislation BG reserves the right to withdraw this for any employee who has reached the age of 65 or over.

### **Flexible retirement**

An employee may decide that they do not wish to retire in the near future but would benefit from alternative working arrangements, in which case they may make a request for phased retirement. Flexible retirement allows a change in working pattern so that the employee can reduce hours gradually prior to retirement. BGU will fairly consider all requests by those employees for changes to their working pattern. The request should be submitted in writing to the line manager in the first instance.

A reduction in working hours may result in a reduction in salary and pension contributions and employees are advised to check their pension arrangements before making any decision on this.