9.5 RESIGNATION AND RETIREMENT

INTRODUCTION
These guidelines are provided to assist staff leaving the University through resignation or retirement.

Resignation is the voluntary termination of employment by a staff member.

Retirement is when the staff member intends taking up available superannuation or pension entitlements upon reaching the prescribed age in their super scheme or to receive an age pension. The University does not have a compulsory retirement age.

These guidelines do not deal with arrangements related to voluntary separation from employment for medical reasons. For assistance contact Staff Services, HRU, in the first instance.

These guidelines do not apply when the separation or termination of employment is at the initiative of the University, including voluntary separation from a redundant position. For further information on the arrangements applicable refer to the relevant enterprise agreement. The University’s collective agreements are available from the following website:

NOTICE OF RESIGNATION OR RETIREMENT
Staff are required to submit written notice of their intention to resign or retire to their supervisor in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Position</th>
<th>Period of Notice Required for Resignation or Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice- Chancellor</td>
<td>12 Months</td>
</tr>
<tr>
<td>Senior Deputy Vice-Chancellor, Deputy Vice-Chancellors or equivalent</td>
<td>6 Months</td>
</tr>
<tr>
<td>SSG above Level 2 includes Academic Managers (Deans, Associate Deans, HOS, HOD, Directors)</td>
<td>3 Months</td>
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<tr>
<td>Professor, Associate Professor, Senior Lecturer, Lecturer and equivalent fixed-term academic appointments (ie Level B to Level E)</td>
<td>3 Months</td>
</tr>
<tr>
<td>Support staff Level 6 to SSG Level 2 Associate Lecturers (ie Level A)</td>
<td>1 Month</td>
</tr>
<tr>
<td>All other continuing, probationary and fixed-term support staff from Level 1 to Level 5</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Casual support staff who work irregular hours</td>
<td>No notice required</td>
</tr>
<tr>
<td>Casual academic staff</td>
<td>No notice required</td>
</tr>
</tbody>
</table>
The period of notice may be reduced if mutually agreed between a staff member and supervisor. An academic’s retirement date should normally coincide with the end of the academic year or semester, unless otherwise agreed between the staff member and supervisor.

Upon receipt of written notice of resignation or retirement from a staff member the supervisor will:

- negotiate the actual / effective date of resignation or retirement with the staff member.
  The effective date will be mutually agreed between the supervisor and the staff member
- sign the written notice of resignation or retirement, confirming the effective date
- forward the signed notice to Staff Services, HRU
- complete and forward the Leaving UTS Checklist form to Staff Services, HRU. The form is available from the following website: http://www.hru.uts.edu.au/manual/forms/conditions.html

Disagreement about the actual date of resignation or retirement will be referred to the supervisor’s manager.

A staff member cannot withdraw their written resignation or retirement once it has been submitted, for example, if the staff member changes his/her mind. However, the staff member and their supervisor can agree that a written resignation or retirement be withdrawn in appropriate circumstances.

**TERMINATION PAYMENTS**

Staff are entitled to be paid base salary and relevant allowances up to and including the agreed resignation or retirement date.

A payment for the following will be made to a staff member (other than a casual staff member) in the first available pay period after the effective date of the resignation or retirement:

- accrued annual leave
- accrued long service leave in accordance with the provisions of the relevant enterprise agreement
- allowances that form part of regular fortnightly pay (such as market loading, retention allowance, salary supplementation and regular shift allowance)

When a staff member has been undertaking a relieving appointment for more than six months, leave payments will be calculated at the relieving appointment level.

Staff are reminded to make alternative arrangements in relation to any fortnightly deductions from their pay to external organisation which UTS has made on their behalf, eg health insurance.

**CASUAL STAFF PAYMENTS**

Casual staff receive a loading in lieu of leave so will not be eligible for any payment other than for actual hours worked up to their resignation/retirement. Casual staff with ten or more years continuous service may be eligible for long service leave.

**SALARY INCREASES**

Staff members will be entitled to payment for salary increases (such as those set out in collective agreements) with an effective date prior to the date of resignation or retirement.
SUPERANNUATION
Resigning staff are required to preserve their benefit in a superannuation fund until they reach their preservation age. Early release of preserved superannuation benefits is permitted in the following restricted circumstances:

- financial hardship or specified grounds for release. Refer to the APRA website for a brochure and application form - http://www.apra.gov.au/.
- the benefit does not exceed than $200.00 (subject to confirmation by the relevant fund)
- the staff member is not an Australian or New Zealand citizen, has entered Australia on an eligible temporary resident visa, and is permanently departing overseas. A list of eligible visa types can be viewed at www.ato.gov.au/super.

Staff considering retirement should contact their superannuation fund and if necessary a financial advisor to determine their benefit options.

Retirees must make appropriate arrangements with the relevant superannuation scheme or Department of Social Security for payment of lump sum / pension etc upon retirement.

SALARY PACKAGING
Staff who have entered into salary packaging agreements with the University during their employment will be responsible for outstanding salary packaging expenses. The University will deduct any shortfall for such expenses from the staff member’s termination payments. Staff who salary package vehicles are advised to contact Staff Services, HRU prior to submitting their notice of resignation or retirement.

TAXATION
The Australian Tax Office provides further tax information for retirees; see Individuals – Your Situation – Retirement at www.ato.gov.au.

RE-EMPLOYMENT OF RETIREES
In normal circumstances, retirees will not be re-employed on either a full or part-time basis on a continuing appointment. Re-employment may be available on a casual or fixed-term basis, however retirees should contact their superannuation fund to discuss how any re-employment scenario might impact on their superannuation entitlements.

PROFESSIONAL EXPERIENCE PROGRAMS (PEP)
Academic staff who proceed on an approved PEP agree to repay to the University the full amount of any allowance plus the normal salary paid during the PEP if they do not return to satisfactorily serve the University for a period of one semester prior to resignation or retirement (see PEP policy).

UNIVERSITY PROPERTY
Staff are required to return to their supervisor all University property in their possession (eg staff ID, keys, clothing, equipment etc) prior to leaving the University.

Staff must not retain (in hard copy or electronically) any UTS documents and/or files containing confidential material unless the supervisor gives permission in writing for the staff member to retain such material.

KEEPING IN TOUCH WITH UTS
Staff are encouraged to maintain an ongoing relationship with UTS following resignation or retirement and should register with UTS Alumni prior to leaving the University.
CONTACT
For further information or assistance in relation to these guidelines contact Staff Services, HRU by email to staffservices@uts.edu.au or telephone extension 1060.

APPROVAL AND REVISIONS TABLES

APPROVALS

<table>
<thead>
<tr>
<th>EFFECTIVE DATE</th>
<th>REVIEW DATE</th>
<th>ACCOUNTABLE OFFICER</th>
<th>CURRENT INCUMBENT</th>
<th>IMPLEMENTATION OFFICER</th>
<th>CURRENT INCUMBENT</th>
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<td>28 August 2007</td>
<td>2010</td>
<td>Director, Human Resources Unit</td>
<td>Jennifer Gilmore</td>
<td>Staff Services Manager</td>
<td>Ann Leadbitter</td>
<td>Extension 1060</td>
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REVISION/MODIFICATION HISTORY

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<tr>
<th>Date</th>
<th>Version</th>
<th>Current title</th>
<th>Summary of changes</th>
<th>Approved/ rejected</th>
<th>Approval authority</th>
<th>Resolution or file number</th>
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<tr>
<td>25/06/02</td>
<td>1</td>
<td>Resignation and retirement Guidelines</td>
<td>Resignation policy and retirement policy rescinded by Council. Replaced by new guidelines.</td>
<td>Approved</td>
<td>DVC(Admin)</td>
<td>94/0481</td>
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<td>09/05/05</td>
<td>2</td>
<td>Unchanged</td>
<td>Updated in line with current process. Reference to long service leave for casual staff. References to ERS changed to SSG</td>
<td>Approved</td>
<td>Director HR</td>
<td>94/0481</td>
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<td>3</td>
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<td>Updated in line with current process. Notice periods for resignation and retirement made the same. Clarification of purpose and provisions.</td>
<td>Approved</td>
<td>Director HR</td>
<td>94/0481</td>
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<td>30/03/10</td>
<td>3.1</td>
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<td>Update web links and terminology, and clarification regarding the exclusion of allowances from termination payments.</td>
<td>Approved</td>
<td>Director HR</td>
<td>94/0481</td>
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<td>02/09/11</td>
<td>4</td>
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<td>Updated section on termination payments.</td>
<td>Approved</td>
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