



PRE-RETIREMENT CONTRACT PROCEDURE

Pre-Retirement Contract Procedure

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1. OVERVIEW

The University of Adelaide is committed to contemporary and flexible work options including in the transition to retirement and provides an option for continuing staff to apply for a fixed term pre-retirement contract of employment.

This procedure prescribes the responsibilities and actions required for a staff member to make an application for a pre-retirement contract consistent with the [Workforce Management Policy](#) and clause 2.3 of the [University of Adelaide Enterprise Agreement \(as amended\)](#).

2. SCOPE AND APPLICATION

2.1 Inclusions

2.1.1 This procedure only applies to continuing staff members who intend to retire.

2.2 Application

2.2.1 A pre-retirement contract will not exceed three (3) years.

2.2.2 The minimum pre-retirement loading payable will be 10% (in accordance with clause 2.3.7.3 of the [University of Adelaide Enterprise Agreement \(as amended\)](#)). The pre-retirement loading is superannuable and forms part of the staff member's gross taxable salary.

2.2.3 The balance of any unused leave entitlements at the conclusion of the pre-retirement contract will be paid to the staff member at an hourly rate inclusive of the pre-retirement loading.

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- 2.2.4 If a staff member accepts a pre-retirement contract, they will not be entitled to a redundancy payment or severance pay.
- 2.2.5 At the conclusion of a pre-retirement contract, the staff member is not to be re-engaged by the University in paid employment for a period of two years from the final date of the pre-retirement contract (other than casual employment).

3. PRINCIPLES

- 3.1 All pre-retirement contract applications must be approved in accordance with this procedure.
- 3.2 A staff member must discuss with their supervisor their intention to retire and negotiate the possible terms of a pre-retirement contract before submitting an application.
- 3.3 The Head of School/Branch is responsible for ensuring that recommendations for contracts are in line with the objectives of the Faculty/School/Branch.

4. PROCEDURES

4.1 Applying for a Pre-Retirement Contract

- 4.1.1 To apply for a pre-retirement contract, the staff member must complete the [Pre-Retirement Contract Application Form](#) and forward to the Head of School/Branch for consideration and recommendation (if applicable).
- 4.1.2 The Head of School/Branch shall review the application and if supported, make a recommendation to the Area Manager for consideration.

4.2 Approving/Declining a Pre-Retirement Contract

- 4.2.1 Upon reviewing the application, the Area Manager will give consideration to the recommendation of the Head of School/Branch and will:
 - 4.2.1.1 Approve or decline the recommendation with respect to the pre-retirement contract application for professional or academic staff; or
 - 4.2.1.2 Make a further recommendation to the Provost for any pre-retirement contract for an academic staff member, where the loading and/or ex-gratia payment exceeds 25%; or
 - 4.2.1.3 Make a further recommendation to the Chief Operating Officer for any pre-retirement contract for a professional staff member, where the loading and/or ex-gratia payment exceeds 25%.
- 4.2.2 The Area Manager will advise the staff member if approval is granted and forward the application to the Human Resources Branch to process.
- 4.2.3 The respective School/Branch is responsible for the cost of the loading, which will be charged to the same cost centre to which the staff member's salary is charged.
- 4.2.4 If the application is not approved, the Area Manager should ensure feedback and reasons for non-approval are provided to the staff member.
- 4.2.5 If the pre-retirement contract is not approved, the terms and conditions of the staff member's existing continuing contract of employment will remain unchanged.

5. DEFINITIONS

Area Manager

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Area Manager means Deputy Vice-Chancellors, Vice-Presidents, Pro Vice-Chancellors, Executive Deans, Director Human Resources, Chief Executive of External Relations (and a person acting in these positions), and Institute Directors.

6. USEFUL INFORMATION AND RESOURCES

University related documents and policies

[University of Adelaide Enterprise Agreement \(as amended\)](#)

[Recruitment Policy](#)

[Workforce Management Policy](#)

[Health, Safety and Wellbeing Policy](#)

Related legislation

[Age Discrimination Act 2004](#) (Cth)

[Disability Discrimination Act 1992](#) (Cth)

[Equal Opportunity Act 1984](#) (SA)

[Fair Work Act 2009](#) (Cth)

[Australian Human Rights Commission Act 1986 \(Cth\)](#) (Cth)

[Privacy Act 1988](#) (Cth)

[Racial Discrimination Act 1975](#) (Cth)

[Racial Vilification Act 1996](#) (SA)

[Sex Discrimination Act 1984](#) (Cth)

[Work Health and Safety Act 2012](#) (SA)

[Work Health and Safety Regulations 2012](#) (SA)

Useful web-links

[HR Service Centre](#)

[Pre-Retirement Contract Application Form](#)

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