


POLICY MANUAL

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	Employment Contract Following LAPP Termination	September 1, 2013	

PURPOSE:

There may be employees that wish to start collecting their Local Authorities Pension after the age 55 but wish to continue their employment relationship with Starland County. As one component of the County's recruitment and retention strategy, it may be appropriate to re-employ these individuals.

These individuals likely possess the skills and abilities to perform a specific role, complete a special project or act as a resource in the transfer of knowledge to another individual. The ability to collect a retirement pension under the Local Authorities Pension Plan and still maintain an employment relationship with Starland County provides these employees with new opportunities.

1.0 Program Details:

1. The program is available to all employees that are members of the Local Authorities Pension Plan that are over age 55 and eligible to receive a retirement pension.
2. The employee must put forward a request to their direct supervisor that they wish to be considered for arrangements under the program with an effective date which can be no sooner than 3 months from their planned retirement date under the Local Authorities Pension Plan.
3. All requests will be reviewed by the Chief Administrative Officer, and a draft of the employment contract will be prepared for review by the employee. Once signed by the employee, the contract will be forwarded to Council for approval.
4. If the request is approved by Council, the following process will be followed:
 - a) The employee must terminate employment with Starland County. All normal termination payments (sick days, any accrued holiday pay etc.) will be paid out to the employee upon termination.
 - b) Starland County will enter into a one- or two-year contract with the employee which will outline the employment arrangements agreed upon.
 - c) The employee must apply to start receiving pension under the Local Authorities Pension Plan and is therefore no longer eligible to contribute to the plan.
 - d) Under the terms of the contract, the employee will still be eligible for the benefits program, with the group insurance coverage being based on the contract salary.



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5. The contract will be reviewed annually with the employee and may be renewed solely at the discretion of Starland County. Starland County is under no obligation to renew or extend a contract at the end of each term.
6. A copy of the employment contract supplementary to this policy forms part of the policy, and acts as the base document for development of the contract arrangement.

2.0 Effective Date:

The County has offered this contract employment option to employees effective September 01, 2013.

3.0 Policy Amendments:

