



LAC LA BICHE COUNTY PROCEDURE

TITLE: Retirement Planning Standard Operating Procedure PROCEDURE NO: CS-03-014-18

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 General Guidelines

Lac La Biche County recognizes normal retirement age to be 65 years old, with the understanding that there is no mandatory retirement age. If an employee intends to continue to work beyond age 65, he/she is requested to advise his/her supervisor.

2.0 Procedure

Employees are eligible to choose retirement under the Local Authorities Pension Plan. Employees are encouraged to contact Lac La Biche County's Pay & Benefits Coordinator to discuss the pension program.

Employees considering retirement should discuss the matter with their supervisor, manager or General Manager and Human Resources at least 6 (six) months prior to the intended date in order to ensure sufficient time for workforce planning and preparation of the necessary paperwork.

Payroll can provide an estimated calculation of pension income and discuss whether benefit coverage provisions are available for retirees.

Once the retirement date is established, the Employee is to ensure a signed letter confirming retirement is provided to Human Resources for appropriate action.

3.0 Retirement Allowance

Lac La Biche County will provide a lump sum payment to employees who meet the eligibility criteria in recognition of their service to the residents of Lac La Biche County.

This lump sum can be paid directly to the Employee, or, all or a portion can be placed into a R.R.S.P. in accordance with Canada Customs and Revenue Agency's regulations and the wishes of the employee.

In order to qualify for a retirement allowance, employees must:

- be a permanent, full-time employee of Lac La Biche County as of the date of retirement;
- not be on long term disability insurance;
- be age 55 or older as of the end of the current fiscal year;
- retire on or before the end of the current fiscal year; and
- have worked for the County, and/or one of the municipalities which were amalgamated to form the municipality of Lac La Biche County, continuously for 15 or more years.

An employee receiving benefits under this program will not be eligible for re-employment at Lac La Biche County for a period equal to the number of weeks over which the retirement allowance would have been received as salary. For example, if the amount received is equal to eight weeks salary, the employee would not be eligible for re-employment at Lac La Biche County until eight weeks after the retirement date.

If the County has arranged ongoing full-time employment with any other organization for an employee, that employee is not eligible for this program.

Eligible employees who are entitled to benefits under this program will receive the following allowance based on years of consecutive service:

15 Years	20% of their current salary/wages
20 Years	25% of their current salary/wages
25 Years	30% of their current salary/wages
30 Years	37% of their current salary/wages
35 Years or More	45% of their current salary/wages

This program is not available to an employee who has been dismissed for just cause by Lac La Biche County.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date