



# Corporate Policy Manual

Sub Topic:	Retirement Notification	Policy No.	HR.6-03
Topic:	Benefits	Employees Covered:	Eligible Regular Full time Employees excluding Fire
Section:	Human Resources	Council Adoption Date:	August 31, 2009
Effective Date:	August 31, 2009	Revision No:	Date:

## Policy Statement & Strategic Plan Linkages

The Town of Newmarket supports the opportunity for employees to consider retirement or to continue to work past the age 65. This policy provides the framework for employees who continue to support the Town's mission of a community well beyond the ordinary and for retirees the opportunity for a well planned, well managed retirement. The Town of Newmarket is committed to ensure employees are treated fairly, equitably and consistently when reaching the age of 65 in the work place.

## Purpose

To outline the process under which employees give notice to the Town of Newmarket to whether they will retire or continue working beyond the age of 65 years.

## Definitions

### OMERS:

The Town of Newmarket's Defined Pension Plan is administered through the OMERS (Ontario Municipal Employee Retirement System) pension plan.

### OMERS Normal Retirement Date:

Under the OMERS pension plan employees normal retirement date is the last day of the month in which the employee reaches age 65. If an employee retires on their normal retirement date, their OMERS pension begins the first day of the month following the month they retire.

### OMERS Early Retirement Date:

Under the OMERS pension plan employees can retire within 10 years of their normal retirement age. This means from age 55 an employee can begin to receive an OMERS pension regardless of how much service an employee has in OMERS.

### OMERS Active Member:

Under the OMERS pension plan employees who are currently working for an employer and who are members of the pension plan are active members. Active membership in OMERS may continue beyond normal retirement age. In that event, the retirement date may be the end of the month in which the member actually retires, or no later than November 30 of the year in which the member turns age 71. All contributions to OMERS must stop no later than November 30 of the year in which the member turns age 71 and a normal retirement pension is paid to the member starting December 1 of that year even if the member is still working.

### OMERS Credited Service:

OMERS specify a member is able to earn up to a maximum of 35.00 years of credited service through either direct contributions or through buying additional service. Member and employer contributions cease on the date the member attains 35.00 years of credited service.

## **Procedures**

Employees may continue to work past the normal retirement date of age 65; those considering retirement from the Town of Newmarket or continuing to work past age 65 are encouraged to discuss their future plans with their manager or supervisor and Human Resources.

- Employees intending to work beyond the of age 65 must discuss this matter with their supervisor and Human Resources at least 3 months prior to turning 65 to allow sufficient processing time for benefit changes.
- Employees who continue to work beyond the age of 65 will have changes made to their benefit entitlement. Eligibility for Workplace Safety and Insurance and provincial coverage will change as well.

Employees, who continue to work past the normal retirement date, continue active membership in OMERS. OMERS members who continue to work past their normal retirement date must start their OMERS pension no later than the end of the year in which they turn 71.

Under the OMERS pension plan, employees can retire within 10 years of their normal retirement date.

- Employees considering retirement are encouraged to discuss the matter with their supervisor and Human Resources at least 6 months prior to the intended date in order to ensure sufficient time for workforce planning and preparation, employee documentation and decision making.
- Employees who have decided to retire must notify their supervisor in writing indicating the date of retirement with a copy to Human Resources.

## **Benefits**

The Town of Newmarket's group benefit plan ends at age 65. Employees working beyond age 65 may qualify for a Health Care Spending Account as a result of having been a Regular Full Time employee with Group benefits. Please refer to corporate policy on Benefits, HR.6-01 for eligibility criteria and for more information.

## **RESPONSIBILITIES OF EMPLOYEES**

### Employees are responsible to:

- Advise their supervisor in writing copying Human Resources, at least 6 months in advance, where possible prior to retiring.
- Advise their supervisor and Human Resources 3 months in advance of their 65<sup>th</sup> birthday if they are continuing to work beyond age 65.
- Address questions pertaining to retirement, working beyond age 65, the OMERS Pension Plan and/or benefits available with Human Resources.

## **RESPONSIBILITIES OF EMPLOYER**

### Human Resources is responsible to:

- Meet with employees who have advised of their retirement, or continuing to work past age 65 to review and address all benefit and/or retirement documentation and information.
- Coordinate all necessary documentation in a timely manner to ensure pension is received as quickly as possible within OMERS guidelines following retirement.

### Managers and Supervisors are responsible to:

- Promptly forward written retirement notification from employees to Human Resources.
- Inform Human Resources when an employee is working beyond age 65.

## **Cross-References**

[Benefits HR.6-01](#)

Benefit Coverage for Early Retirement HR.6-02

Provincial legislation such as Employment Standards Act, Worker Safety and Insurance Board Act as amended from time to time

[www.omers.com](http://www.omers.com)