


POLICY TITLE	Retiree Benefits Policy
POLICY HOLDER	Human Resources
ORIGINAL DATE	November 25, 2016
REVIEW DATE	November 2016
REVISED DATE	December 2016
NEXT REVIEW	December 2019

POLICY

Yukon College is committed to ensuring that employees retiring from the College have a complete understanding of benefits available to them through Yukon College.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the *14* day of *December*, 2016.



President, Yukon College

14 December 2016
Date

1.0 PURPOSE

This policy is intended to identify the full range of benefits available to former Yukon College employees in recognition of past service.

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Yukon College Collective Agreement

HR 19 Executive, Management & Excluded Staff Compensation and Performance Appraisal System

3.0 SCOPE

All Yukon College retirees, currently collecting their Yukon College pension.

4.0 DEFINITIONS

Benefits: programs and initiatives, other than direct compensation, which may provide value to an employee during their employment with the college.

Excluded confidential employee: An employee who is not covered by a collective agreement and who, by the nature of their role, will have access to confidential college information including employee compensation, attendance, disciplinary and performance records or competitively sensitive proprietary information.

Excluded managerial employee: An employee who is not covered by a collective agreement and is responsible for areas where personal information or competitively sensitive information is managed.

5.0 PROCEDURES

Payouts to retirees

Severance pay will be in accordance with the Collective Agreement at time of departure from the college.

Any unused Vacation Leave will be paid out as per the Collective Agreement at time of departure from the college.

Sick Leave balances will be paid out as per the existing Collective Agreement at time of departure from the college.

Entitlement to courses at Yukon College

Retirees will be permitted to participate in credit courses offered by Yukon College without payment of tuition fees, in accordance with the following provisions.

- a) A course designed for and purchased by a specific outside organization will be excluded;
- b) The retiree will pay for any books, supplies, materials or other ancillary fees (such as Yukon College Student Union fees or technology fees);
- c) There will be no displacement of fee-paying students;
- d) Retirees are not eligible for student awards/scholarships/bursaries.

For Excluded Management and Confidential Excluded Positions

See policy: HR-19 Executive, Management & Excluded Staff Compensation and Performance Appraisal System

Retiree health care coverage through Yukon College's health care provider

Coverage is optional for retirees through the group plan health care provider. Connect directly with the provider for rates and details.

Access to the Yukon College weekly email newsletter

YC Update is available to YC retirees via email. To be added to the email list, send a subscription request to YCUUpdate@yukoncollege.yk.ca

Volunteer opportunity emails

Retirees on the email list, YCUUpdate@yukoncollege.yk.ca will receive occasional invitations to volunteer for college events.

Update on YC activities

Retirees on the mail list, YCUUpdate@yukoncollege.yk.ca will receive an annual invite to a college update hosted by a member of the senior management team.

Computer internet access

Retirees can access computers and the internet in the Library using the Guest account.

Yukon College email

Retirees have access to a College alumni email. Contact Information Technology and Learning Commons for assistance through a help desk ticket, requesting an alumni email upon retirement.

For those employees who have already retired, type **help.yukoncollege.yk.ca** into your browser and open a ticket requesting *alumni email address*.

Library privileges

Staff members who have been a permanent employee of Yukon College for a minimum of five years are eligible to receive a Staff Retiree Library Card from Human Resources (HR).

Retirees with a Retiree Library Card can check out books, but cannot access online databases, as these are limited by strict licensing regimes with the providers.

6.0 PROBLEM SOLVING

Employees intending to retire are encouraged to discuss benefit entitlements with their Human Resources Advisor.

7.0 FORMS

8.0 APPENDICES

9.0 ADDENDUMS

Addendum A - Policy Communication Checklist

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Retiree Benefits Policy
 Number: HR-17
 Submitted by: Jacqueline Bedard

List those consulted with in preparation of this policy:

Name	Department	Date
Jonathan Baynes	ED ITLC and Learning Commons	September 2016
Brian Bonia	Human Resources	September 2016
Lynn Meehan, Maureen Stephens	retired	October 2016

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC	November 2016	Yes	
Student Union	n/a		
Employee's Union	n/a		
Occupational Health and Safety	n/a		
Academic Council	n/a		
Board or a Board subcommittee	n/a		
<i>Other</i>			
SEC for Final Review	December 2016		

Revised: November 2016
 Original Date: November 25, 2016
 Next Review: November 2019
 Policy Holder: Human Resources
 Page 5 of 5

Revised:
 Revised:
 Revised:
 Revised:
 Revised: