

Operational Policy

Policy Title:	Applies to:	Reference #
Rehiring a City Pensioner	City Pensioners	104-HR-14
Approved by:	Dates:	Total Pages
Executive Leadership Team	Effective: 01-May-2014	4
	Last Review: 01-March-2018	
	Next Review: 01-March-2020	
Authority:		
People and Organizational Culture		

1.0 Purpose

Outlines the terms and conditions for the re-employment of a City Pensioner.

2.0 Scope

City Pensioners who are receiving a monthly pension payment and being considered for re-employment.

3.0 Definitions

City Pensioner: An individual who is in receipt of the Civic Pension Plan monthly payment (reduced or unreduced payments) in accordance with Appendix B of the Sponsorship Agreement of the Regina Civic Employees' Superannuation and Benefit Plan (Civic Pension Plan).

Extenuating Circumstances: Rehiring a City Pensioner could be considered under the following conditions:

- Regulatory or licensing issues
- Absolute harm or loss of essential services
- No other options exist for training and orienting a new incumbent
- No other options exist for completing a specific project
- The department is unable to find a qualified replacement for a minimum of one month

Essential Services: Services that are necessary to prevent public safety issues in any of the following four categories (as outlined in the Public Services Essential Service Act):

- Danger to life, health or safety;

- The destruction or serious deterioration of machinery, equipment or premises;
- Serious environmental damage; and
- Disruption of the courts.

Independent Contract Worker: Individuals in business for themselves must meet the following conditions:

- Use own work premise, responsible for own tools or equipment, have contracts with other entities for services or products, be in business for themselves to make a profit, determine how the work is to be done, paid for a specific service or product provided, no City supervision or discipline and not provided City benefits. Must have liability insurance and be in good standing with the Saskatchewan Workers Compensation Board.
- See Purchasing's Consulting Services Agreement for conditions of hire.

4.0 Policy

The City is committed to the development of employees and the sustainability of the Civic Pension Plan. Employee development and effective succession planning ensures the readiness of internal staff for career advancements; maximizing contributing members of the Civic Pension Plan ensures its sustainability. This policy address both commitments.

The City does not allow the rehiring of City Pensioners as employees or independent contractors unless they meet the conditions below and with the approval of the Executive Leadership Team (ELT).

Conditions for hiring a City Pensioner:

- Meets the definition of Extenuating Circumstances; and
- Term/Casual employment up to a maximum of six months; and
- Does not prevent the backfill or recruitment of a permanent position vacancy. All permanent position vacancies must be filled with permanent incumbents; and
- Serve a break in service of 30 calendar days before re-employment; and
- Recruitment efforts for the vacant permanent position are active until filled.

OR

- The City Pensioner ceases receipt of their monthly pension payment and is re-employed in a permanent capacity. Contribution to the Civic Pension Plan is mandatory.

The City does not support the reemployment of a City Pensioner as an independent contract worker unless all conditions defined within the Consulting Services Agreement are met.

No exceptions will be granted for any situation where a City Pensioner is occupying a position that is filling or backfilling a permanent position vacancy.

4.1 Benefit Conditions when Rehiring a City Pensioner with Approval:

Vacation Entitlement

Rehired City Pensioners are entitled to earn up to three weeks of annual vacation credits. The Vacation Entitlement Date is set as their rehire date. City Pensioners hired within 182 days of retirement and with 10 or more years' service with the City, as per the SK Employment Act, retain their previous employment entitlement up to four weeks' vacation. Those re-employed after 182 days, previous employment entitlements are considered severed and receive up to three weeks of annual vacation.

City Pensioners rehired into a Term CMM/OOS or IAFF Position

City Pensioners rehired into a Term CMM/OOS or IAFF position are only eligible for benefits if they defer/suspend their monthly Civic Pension payment.

City Pensioners rehired into a Casual Local 7, Local 21 or ATU Position

City Pensioners rehired into a Casual position are only eligible for benefits once they have met the minimum hours of service. The benefits are outlined in the respective collective bargaining agreement, and may be mandatory. The Civic Pension Plan monthly payment will not be impacted, but the individual may be required to contribute into other pension plans.

Employees who do not meet the City Pensioner Eligibility Rules

Employees who terminate their employment and withdraw their pension funds as a one time payment, can rejoin the Civic Pension Plan upon rehire. The pension payout** must be processed prior to being rehired. If the former employee is rehired prior to receiving the pension payout, membership in the Civic Pension Plan will be mandatory and the pension payout will not be processed until the employee exits the City.

**Note: Pension payouts can take up to 90 days to be processed.

4.2 Working After Age 65 in any Jurisdiction or Position Type:

Employees who are age 65 or older are no longer required to contribute into any pension plan with the City, as they are eligible to start receiving monthly pension payments.

Based on the benefits eligibility outlined in the OOS Guidelines or collective bargaining agreements, employees who continue to work past age 65 will maintain their group life insurance at a reduced rate, and have health and dental benefits. Group life insurance terminates at age 70, or upon resignation. Health and dental benefits continue until employment with the City ceases.

5.0 Roles & Responsibilities

Hiring Manager/Management

- Maintain full recruitment efforts until permanent vacancy is filled.
- In extenuating circumstances, Hiring Manager and Department Director to consult with People and Organizational Culture and if applicable, submit a Rehire a City Pensioner Request Form to the Division ELT member for consideration and approval.
- Communicate policy terms to retiring employee and City Pensioner outlining terms of re-employment.

People and Organizational Culture

- Ensure policy terms are communicated to the organization.
- Provide guidance to the hiring manager on hiring a City Pensioner and if applicable, advise on submitting a Rehire a City Pensioner Request Form to ELT for consideration and approval.
- Provide advice to the hiring manager on recruitment, workforce planning and succession planning.

Executive Leadership Team

- Approve the decision to rehire a City Pensioner.

6.0 Related Form

City Pensioner Rehire Request Form

7.0 Reference Material

Appendix B to the Mobius Sponsorship Agreement
Public Services Essential Service Act
Consulting Services Agreement
OOS Guidelines
www.reginapensions.ca

8.0 Revision History

Revised every two years

Date	Description of Change	(Re)-Approval Required (y/n)
01-Mar-2018	Initial Release: Policy replacing Retire Rehire Benefits Policy	Yes