

STANDARDS AND GUIDELINES1. Joint Sponsorship

- a) The planning, organizing and conducting of pre-retirement programs is entirely at the discretion of the Regional General Managers.
- b) One alternative which should be considered is that of sponsoring pre-retirement programs jointly with employee groups.

2. Headquarters Assistance

- a) The following information is available upon request from the Manager, Safety, Health and Welfare:
 - (i) Several complete pre-retirement course packages including steps in organizing a course, session outlines, evaluations, and types of resource people to draw upon.
 - (ii) Outlines and evaluations of courses conducted by Ontario Hydro, Chrysler Corporation and United Auto Workers, Department of Public Works, Department of Veterans' Affairs and Ministry of Transport.
 - (iii) 28-minute movie entitled "The Rest of Your Life".
- b) The Manager, Safety, Health and Welfare is also ready to provide advice to the Regional General Managers and assist in the success of these programs.

3. Eligibility

- a) The earlier retirement planning starts, the more effective it is. Employees 55 years of age or older should be eligible.
- b) Many successful courses include wives of employees.