

POSTAL CORPORATE POLICY: PRE-RETIREMENT PROGRAMS

Definition

A pre-retirement program is a series of meetings or seminars designed to provide information that will be of assistance to employees who wish to plan for retirement.

Corporate Policy

Pre-retirement programs shall be made available to eligible postal employees who wish to take advantage of such programs.

Field Responsibility

- a) The Regional General Managers are responsible for either:
  - (i) planning, budgeting, and conducting their own pre-retirement programs, or,
  - (ii) providing funds and making use of pre-retirement courses offered by external resources such as school boards, universities, YMCA's or community colleges;
- b) The Regional General Managers through their Managers of Safety, Health and Welfare or designate are responsible for informing the Manager, Safety, Health and Welfare Branch, where such programs are to be conducted.
- c) The Regional General Managers should ensure that appropriate consultation takes place with union counterparts where programs are arranged for bargaining unit employees.

Headquarters Responsibility

- a) The Manager, Safety, Health and Welfare is responsible for providing assistance and advice on aspects of pre-retirement courses upon the request of the Regional General Managers.
- b) The Manager, Safety, Health and Welfare is responsible for evaluating the results of all programs sponsored within the regions and at Headquarters and for making recommendations for improvements.
- c) The Manager, Safety, Health and Welfare shall report annually on programs conducted.