



STATEWIDE GROUP TRAINING (SA) INC

RETIREMENT POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) acknowledges that current legislation in Australia prohibits discrimination on the basis of a person's age. As a result, there is no longer a compulsory retirement age and employees are eligible to continue to be employed, subject to the satisfactory performance of their duties and the terms of individual employment contracts, until they choose to retire or resign.

SCOPE:

This policy applies to:

- Board Members
- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; contractors and sub contractors.

POLICY:

For the purposes of this Retirement Policy, "retirement" refers to voluntary termination of services by an employee who has the intention of retiring from the workforce and taking up any available superannuation or pension entitlements.

Employees will be required to submit written notification of their intention to retire and any options they wish to have considered. Where possible, employees are requested to provide the maximum amount of notice possible of their retirement (normally six (6) months), to allow for a smooth and orderly transition of their functions and responsibilities.

In unusual circumstances, an employee may apply to SGT to rescind their application to retire. In considering the application, SGT will consult with the employee's manager/supervisor and have regard to the operational requirements of the workplace, the status of any replacement action underway and whether a decision to enforce the retirement would be unreasonable in the circumstances.

All employees, other than casual employees, will be entitled to be paid their normal remuneration (plus any allowances), up to and including the last day of their employment, except for any periods of unpaid leave taken prior to the date of retirement. Casual employees will only receive payment for the hours that they have actually worked.

Retiring employees will be eligible for normal termination payments upon their retirement. Termination payments will be paid at the rate of the employee's normal remuneration as at the date of retirement.

Under normal circumstances, SGT will not re-employ retirees on a full-time, part-time or fixed-term basis. Where absolutely necessary, retirees will only be re-employed on a casual basis.



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In any event, retirees will not be re-employed without serving a break in service of at least three (3) months.

Employees must provide written notification of their intention to retire, which clearly states the date of effect of their proposed retirement. The CEO will be responsible for signing the notification of retirement and forwarding it to the relevant officer in the payroll department.

The retiring employee will be required to comply with the normal termination procedures that apply, including the requirements to return any property of SGT in their possession.

It will be the retiring employee's responsibility to make adequate arrangements with the relevant superannuation fund or Centrelink for payment of their entitlements/pension, upon retirement.

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024
