

**Letter of Understanding
Between
Wilfrid Laurier University and the
Wilfrid Laurier University Faculty Association**

**Re: Voluntary Retirement Incentive Program for FT Faculty and Professional Librarians,
2015-2017**

Whereas the University requires assistance in achieving its target base budget reductions through early retirements and faculty and librarian renewal, the Parties agree that the University will offer an incentive program to encourage faculty and librarians to retire earlier than their normal retirement age (65), or earlier than planned. This program is offered to those full-time faculty and librarians who meet the following conditions:

The Member must:

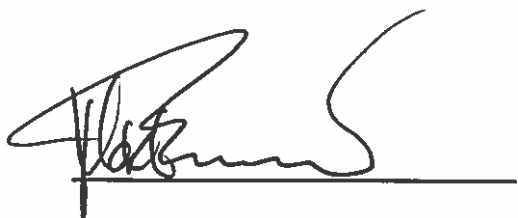
- be a full-time faculty Member or librarian; and
- be a minimum of age 60 at the time of beginning their Incentive period; and
- have a combined age plus years of pensionable service that equals at least 80 (e.g. 60 years old + 20 years of service = 80)
- not have submitted an application for Retirement prior to December 31, 2014.

The Parties further agree to the following terms and conditions:

1. Notification of intent to take up the Voluntary Retirement Incentive Program must be received by February 1, 2015.
2. Notification of intent shall not be understood as an irrevocable application for retirement under this Letter of Understanding.
3. From January 5, 2015 to February 27, 2015, the Employer shall provide, at the request of the eligible Member, a private meeting with Human Resources to address questions about the Program and/or to request information about benefits eligibility under the WLU Pension plan.
4. Applications for the Program are due on or before February 28, 2015. Applications must be sent to the Vice-President: Academic, copied to the Member's Dean or University Librarian (as applicable).
5. Take-up of the Incentive period must occur between July 1, 2015 and July 1, 2017.
6. Members on Long Term Disability for more than two (2) years at the time of commencing the Program, or those already on a phased-in retirement or special voluntary exit (SVEP) plan are ineligible to take part in this Program.
7. Applications are subject to the University's approval which will take into consideration operational feasibility and the expressed purpose of the program to achieve target base budget reductions. Applications can be delayed, but cannot be unreasonably denied,
8. Once an application is approved, the decision to retire is irrevocable.
9. The Member must give a minimum of one academic term's notice before commencing the Program.

10. Approved Members will receive a retirement incentive equal to one year of reference salary at the time the Program commences. For those electing salary continuance, salary will be frozen during the incentive period, with no further increases; and
11. The retirement incentive can be provided as a lump sum payment or in the form of salary continuance (or a combination of both e.g. 6 months salary continuance and 6 months lump sum). If the incentive is provided as salary continuance, the Member will maintain their coverage under the University's Group Benefits Plan, continued Member and Employer pension contributions, and accrual of service towards the Pension Plan, during the salary continuance period.
12. Should the incentive be provided as a lump sum benefit, the Member will receive the payout through regular payroll deposit as of their retirement date and in accordance with Canada Revenue Agency requirements, and will transition to retiree benefits in accordance with article 28.5.
13. During each academic year in which the Voluntary Retirement Incentive Program is in effect, there shall be an addition of intramural courses equivalent to the number of course reductions for Members that have taken up the Program which shall be exempt from the limitations of 34.4 (a) of this Agreement.

Max Blouw, President, WLU



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Robert Kristofferson, WLUFA



A handwritten signature in black ink, appearing to read 'Robert Kristofferson', written over a horizontal line.

Date

3/02/15