

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

**Re: Voluntary retirement incentive program for Full-time Faculty and Professional Librarians, 2019-2021**

Whereas the University will offer an incentive program to provide faculty and librarians an opportunity 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, at the time of their program commencement:


- be a full-time active faculty Member or librarian in the bargaining unit; and
- be a minimum of age 60; and
- have a minimum of 10 pensionable service years in the Laurier Pension Plan; and
- not have submitted an application for Retirement prior to July 1, 2019.

The Parties further agree to the following terms and conditions:

1. Eligible Members wanting to request pension estimates before making a decision to participate in the Program must notify Human Resources by July 26, 2019. Human Resources will request all estimates from our Pension Plan Administrator and will have them available by September 20, 2019 for distribution to Members.
2. From September 23, 2019 to October 31, 2019 the Employer shall, at the request of the eligible Member, schedule 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.
3. Notification by Members of their participation in the Voluntary Retirement Incentive Program must be received by October 31, 2019 in Human Resources and is irrevocable under this letter of understanding.
4. Approval of the Member's program commencement date will be communicated via Human Resources to Members by December 13, 2019. For clarity, the Program commencement date is the date the Member commences the retirement incentive period.
5. There will be two (2) possible dates that Members can commence the program; July 1, 2020 or July 1, 2021. The notice of participation in the program by the Member will indicate preferred program commencement date; however, the University reserves the right to defer the member's program commencement date based on operational feasibility. Retirement dates under the WLU Pension Plan for those Members

participating in the Program will be between July 1, 2020 and July 1, 2022. The last possible retirement date under the Program will be July 1, 2022.

6. The Program will not be available to the following Members: Limited Term Appointments, 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.
7. Approved Members will receive a retirement incentive equal to one year of reference salary at the time the Program commences. Salary will be frozen the day before the incentive period commences, with no further increases.
8. 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 throughout the salary continuance period for: health, dental and group life insurance. Optional life, accidental death and dismemberment, critical illness, long-term disability, and out of country coverage will cease at the onset of the salary continuance period. Member and Employer pension contributions and accrual of pensionable service will continue for the duration of the salary continuance period. Should the incentive be provided as a lump sum benefit, the Member will receive the payout through regular payroll deposit on the pay date following or closest to the retirement date and in accordance with Canada Revenue Agency requirements, and will transition to retiree benefits in accordance with article 28.5.
9. During each academic year in which the Voluntary Retirement Incentive Program is in effect, CAS appointments made to backfill the teaching of full-time members participating in the Program shall be exempt from the limitations of 34.4 (a) of this Agreement.

  
Deborah MacLatchy, President, WLU

  
David Monod, WLUFA

Date JUL 17 2019