

**EARLY RETIREMENT INCENTIVE PROGRAM**  
**Council Policy No. 149/22**

**PURPOSE:**

To provide employees of Fort St John Firefighters IAFF Local 2143 with an opportunity to elect an early retirement package, which offers more favourable retirement terms than those provided upon retirement at the normal retirement age.

**POLICY:**

1. Eligibility

An employee is eligible to apply for the Early Retirement Incentive Program (ERIP) if:

- (a) They are at least 50 years of age
- (b) They are a firefighter belonging to IAFF Local 2143
- (c) They are not less than three years away for the mandatory age of retirement of age 60
- (d) They qualify for a pension under the Pension (Municipal) Act and has at least two years of contributory service within the meaning of that Act
- (e) They have a minimum of five years of full time service with the City of Fort St John

2. ERIP Package

The ERIP Package consists of one of the following options depending on the year they are retiring:

- (a) Six months at the employee's current rate of pay if retiring at least seven years prior to mandatory age of retirement at age of 60 (retirement between age of 50-53);
- (b) Five months at the employee's current rate of pay if retiring at least five years prior to mandatory age of retirement at age of 60 (retirement between age of 54-55);
- (c) Three months at the employee's current rate of pay if retiring at least three years prior to mandatory age of retirement at age of 60 (retirement between age of 56-57);

Employee's age is as of December 31<sup>st</sup> of the year in which they retire.

Payment is to be made to the employee in one lump sum at the time of retirement or in two lump sums, as requested by the employee, less any applicable statutory deductions and subject to deductions made in respect of the purchase of period(s) of non-contributory employment and purchase of pension reduction. Included in the payment will be the applicable payout of accrued but unused vacation in accordance with the IAFF Collective Agreement.

3. Applying for ERIP

- (a) An eligible employee interested in applying for ERIP shall submit their request by June 30<sup>th</sup> of the year prior to the employee's expected year of retirement, with the retirement date to be for after March 31<sup>st</sup>. The application must be in writing and submitted to the Chief Human Resources Officer.
- (b) All received applications will be reviewed by Council at a special in camera meeting to determine the merits of each individual application. Decision will be made by Council on whether or not to approve the application under this policy with regard to the financial impact of providing the early retirement incentive, the City's organizational objectives, the City's current labour needs, ability to recruit and replace position, training and recruitment costs and other relevant considerations.

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- (c) If Council approves the application, the City will provide the employee with a formal written offer of early retirement, containing the details of the early retirement package for the employee to agree to.
- (d) The employee will be provided with four weeks to accept the offer of early retirement incentive. Upon acceptance of the offer, it is the responsibility of the employee to ensure that all forms required to be completed by the employee are submitted to the Pension Corporation.
- (e) It is the responsibility of the employee to obtain pension information and confirmation of their eligibility for retirement directly from the Pension Corporation.