

BTPS Teacher Retirement Transition Strategy for 2023-2024:

The Teacher Retirement Transition Strategy is being offered to eligible teachers for the current school year.

It is important to understand that the intention of this program is not to force our staff to retire prior to the time they choose. Retirement is a very personal decision and we respect the right of every individual to make a decision that meets their needs. This program is suitable for employees who have decided that they are going to retire at the end of the current school year.

It is our intention to advantage our employees and meet the needs of BTPS to ensure that we continue to maintain the excellent staff that we have in our jurisdiction.

From an employee perspective, this program provides substantial monetary benefits. The Teacher Retirement Transition Strategy Program is designed to have employees access their pension from ATRF and finish their teaching career simultaneously, whereby seeing a substantial monetary gain in the last few months of their employment prior to the end of the current school year.

From a BTPS perspective, this program will provide us with the earliest possible notification of retirement to help us begin the hiring process in the hopes of finding excellent educators to fill the big shoes left by our retiring professional staff.

It is also important to note that Buffalo Trail Public Schools is not the only jurisdiction in Alberta that has implemented this type of Retirement Transition Strategy. We have contacted the Alberta Teachers Association and they are aware of the programs of this nature that are in place around the province.

This program is not motivated by the desire to get teachers who are not considering retirement to do so. This is a very personal decision, and we understand how difficult it is.

Please take the time to read the attached information. If you wish to pursue the BTPS Teacher Retirement Transition Strategy Program further, this will be your choice and no one from BTPS will be contacting you in regard to it unless you request further information.

If you have any questions, please contact us by email at hrteachers@btps.ca or call Camille Quinton, Assistant Superintendent at (780) 806 -2062.

The Board of Trustees of The Buffalo Trail School Division, on a without prejudice basis, will provide access to a Teacher Retirement Transition Strategy (TRTS) for all eligible teachers for the 2023 - 2024 school year. Eligibility is clarified in the following information. The Teacher Retirement Transition Strategy program will operate on the basis of the following practices and procedures:

1. The transition program is only available to those teachers who hold continuous/continuing teaching contracts with Buffalo Trail Public Schools upon the date of their application and who are actively teaching at the time of application.
2. Teachers applying to participate in the program must have attained a minimum age of 55 years by or during the school year in which they are applying. A teacher's resignation must be made effective no earlier than the last day of the month in which the teacher attains 55 years of age.
3. Teachers must have applied to the Alberta Teachers' Retirement Fund (ATRF) pension plan before their date of resignation and receive approval for pension benefits to take effect immediately upon retirement from their continuing/continuous teaching contract. (Planning ahead is important to provide time for processing)
4. Contingent upon the Board receiving a teacher's written resignation (the Board must receive this at the Board meeting at least 60 days in advance of their resignation date), a teacher will be offered a temporary contract for the remaining portion of the school year (less a day) only. The expectation is that an employee who is retiring must have a period of retirement of at least one day. This being the case, it is a requirement of the TRTS that an employee has one day in retirement prior to their being hired on the temporary contract. Therefore, the temporary contract will be offered effective the second teaching day after the date of resignation.
5. Employees who access the BTPS Teacher Retirement Transition Process Program will be eligible to participate in the ASEBP.
6. Resignations will be accepted effective:
 - January 31, 2024 (Board receives package by the November 2023 Board meeting)
 - February 29, 2024 (Board receives package by the December 2023 Board meeting)
 - March 31, 2024 (Board receives package by the January 2024 Board meeting)
 - April 30, 2024 (Board receives package by the February 2024 Board meeting)

Such resignation must be effective at the end of the given month in order that the pension benefit can take effect on the first day of the next month. (ATRF regulations provide for a teacher to teach up to .6 FTE of a given calendar year while receiving pension benefits without affecting those benefits)

7. Once a teacher has moved to the temporary contract, they will cease to pay the monthly contribution to the ATRF.
8. Teachers who are considering applying for this program contact:
 - a) Alberta Teachers' Retirement Fund (ATRF) office in Edmonton (1-800-661-9582) to discuss their pension eligibility, the impact of this program on them personally, and their benefit entitlement under this program. The website for ATRF is <http://www.atrf.com>

[From the ATRF Steps to Retirement Info Sheet](#)

Retirement/Transition Incentives

- If an Early Retirement Incentive Plan (ERIP) is offered by your employer, you should estimate your pension with a start date that will qualify for the ERIP and estimate your pension at the date you would have retired if the ERIP had not been offered.
 - Decide if you prefer an earlier, lower monthly pension with the ERIP compared to a later, higher monthly pension without the ERIP.
- b) Their financial advisor to consider the financial implications of their participation in this program. (tax implications)
 - c) The Alberta School Employee Benefits Plan (ASEBP) website for information on benefit plans for early retirees. <http://www.asebp.ab.ca> or toll-free number: 1-877-431-4786.
9. A sample letter of resignation is attached for reference. (Applicants should use the content in developing their letter)
 10. The intention of this program is to assist teachers with a positive transition to retirement from teaching. Applicants should understand that neither the Board nor the applicants are making commitments to an employment relationship after the completion of the temporary contract.
 11. The value and implementation of this program will be reviewed on a yearly basis. BTPS is in no way obligated to continue to offer this program beyond the school year that this document is distributed. It should not be assumed that this program will be offered in subsequent years.
 12. No employee of BTPS is in a legal position to provide advice on the implications with respect to the financial or pension issues related to the BTPS Teacher Retirement Transition Strategy and the impact on the individual.

If any teacher has questions regarding the requirements and procedures for the TRTS, please contact our Human Resources Department via email at hrteachers@btps.ca

SAMPLE LETTER

Teacher's Name

Mailing Address School

Insert Current Date

Board of Trustees, Buffalo Trail Public Schools
c/o Ms. Camille Quinton, Assistant Superintendent
Buffalo Trail Public Schools
1014- 10A Street Wainwright, Alberta

Email: hrteachers@btps.ca

Dear Chair:

I am writing to apply to participate in the BTPS Teacher Retirement Transition Strategy Program. As per the conditions of that Program, I am resigning from my continuous/continuing teaching contract with Buffalo Trail Public Schools, effective (the last day of the month that you are going to resign) January, February, March, or April 2023. I have read and understand the requirements of the program and my responsibilities regarding my own pension plan and benefits. I also understand that this Program is designed to assist me with my transition to retirement and that neither the Board nor myself are making commitments at this time to a further employment relationship beyond the end of the current school year.

My resignation is contingent upon my receiving a temporary teaching contract with BTPS from (date- i.e., the second teaching day of the month following resignation) to the end of the current school year.

I look forward to receiving a temporary teaching contract with Buffalo Trail Public Schools as soon as this can be arranged.

Yours truly,
(teacher's signature)

Print Your Name

cc: (insert Principal's name)