

CH25 - Extending employment beyond the EJRA

The University has an Employer Justified Retirement Age (EJRA) for academic and academic-related staff at grade 8 and above. Please refer to the Personnel Services guidance on the EJRA principles and procedures on the Personnel Services website.

What's Changed?

Note added about running PERDEP07 - Retirement Planning report.


Feb18

Extension of employment beyond the EJRA requires a **new fixed-term contract** in all cases.

Raising the staff request

1. Raise a staff request against the existing post. See **QRG: RQ1_Creating and approving a staff request.**

Specifically:

Field Name (* mandatory)	Guidance
Position Type *	<ul style="list-style-type: none">• Where there is no change in grade, select Existing Post – New Contract. Base the request on the existing post.• Where there is a change in grade, select Replacement/refill new grade. Base the request on the existing post.• Where the individual is going into a new job (including where there is a change in department), select New post. Create a new request.
Planned End Date *	Enter the planned end date (as agreed by the EJRA Committee).
Contract Duration *	Enter the contract duration.
Employee Status *	Fixed Term.
Sub Status *	Select the relevant sub status e.g. Full Time, Part Time, Term Time.
Hours *	Enter the relevant weekly hours, e.g. 37.5.
FTE *	Enter the FTE, e.g. 1 for full time, 0.5 for half-time.
Additional Information 	Enter details and context e.g. employment beyond EJRA, the name of the individual , approval details, and details of previous grading authorisation for the existing post.



Note: Where there is a change in grade, a new fixed-term post, as well as a new appointment will be created. Once the fixed-term contract has ended and the individual has retired, contact the Reward team to close this additional post. The original substantive post should remain active to enable it to be refilled.

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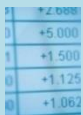
Transferring the employee to new appointment

2. Transfer the individual into the new appointment. See **QRG: PA2f_Appoint Transfer – within same department.**

Use the following action and reason codes:

Field Name (* mandatory)	Description
Action *	<ul style="list-style-type: none">• Where there is no change in grade, select New Appointment• Where there is a change in grade, select Change in Grade.
Reason Code *	Select Extended Retirement.
Comments *	Enter any relevant comments, i.e. details of EJRA Committee approval.

Useful Reports:



+	2.0000
0	+5.000
1	+1.500
0	+1.125
0	+1.062

PERDEP07 Retirement Planning

To identify employees approaching the University's Employer Justified Retirement Age (EJRA). Please remember that the 'Retirement Date' field in the personal details screen should be ignored, as this field does not reflect current legislation and the University's EJRA.