

**FALKIRK COUNCIL**  
**Negotiating Group for Teachers**

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**Falkirk FK2 0NZ**

1 February 2005

Dear Colleague

**NGT/25**  
**FLEXIBLE RETIREMENT SCHEME FOR TEACHERS**

1. Agreement has been reached by the Negotiating Group for Teachers on the Flexible Retirement Scheme for Teachers.
2. The details of the Scheme are attached as Appendix 1.

Ann Carnachan (Management Side)  
Dorothy Finlay (Teachers' Side)

**Joint Secretaries**

Enc





**FALKIRK COUNCIL**

**RETIREMENT POLICY**

**FOR TEACHERS AND**

**ASSOCIATED**

**PROFESSIONALS**



**MAY 2011**

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**PART**

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## **PART 1**

### **1.1 POLICY STATEMENT**

Falkirk Council is committed to recruiting and retaining high calibre teachers to deliver its services. The Council is also committed to supporting a culture of equal opportunity whereby discrimination is eliminated. The Council's retirement policy will assist teachers approaching retirement age by explaining the various options available to them and the associated processes.

This in turn will promote a positive image within the community and enable the Council to become an employer of choice. This policy encompasses the Equality Act 2010 legislation and supports the Work Life Balance Strategy.

## **PART 2**

### **2.1 INTRODUCTION**

Direct and indirect age discrimination is unlawful therefore the Council has removed its default retirement age. The policy is designed to facilitate and support teachers who are considering retirement or plan to undertake a flexible retirement approach and to provide information for head teachers/managers in terms of the available options. It should however be noted that the state pension age is set to increase and this should be taken into account by all employees when considering their retirement options.

### **2.2 SCOPE**

The policy is applicable to all teaching employees of the Council covered by The Scottish Negotiating Committee for Teachers conditions. It may not be possible under this policy for all requests from teachers to be approved. The Director of Education Services/Heads of Service reserve the right to exclude any post that would reduce the effectiveness of the Service provided by the Council or create an unmanageable risk.

### **2.3 RETIREMENT OPTIONS**

With the removal of the default retirement age (65yrs), there is no longer an automatic date when teachers retire. There are, however, relevant dates that teachers should be aware of before making any decisions relating to their retirement.

#### **2.3.1 State Pension Age**

For all employees, the State Pension age is currently 65 although this is set to increase from 65 to 68 between 2024 and 2046. The State Pension age for women was previously 60 but this was changed to 65 to reflect legislation relating to age discrimination. Teachers are referred to [www.direct.gov.uk](http://www.direct.gov.uk) to determine when they will reach their State Pension age.

#### **2.3.2 Scottish Teachers Superannuation Scheme (STSS) Members**

Members of the STSS who joined prior to 1<sup>st</sup> April 2007 will have a normal pensionable age (NPA) of 60. Members who joined after this date will have an NPA of 65.

NPA 60 Member:

- A teacher who was a member of the STSS before 1<sup>st</sup> April 2007 and who has been in pensionable employment since that date or;
- A teacher who was a member of the STSS before 1<sup>st</sup> April 2007 and who returns to pensionable employment with a break in service of less than 5 years or;
- A teacher who joins the STSS and has reckonable service in either the Teachers' Pension Scheme (England & Wales) or the Teachers' Pension Scheme (Northern Ireland) which started prior to 1 January 2007 and the break between leaving that scheme and joining STSS is less than 5 years.

NPA 65 Member:

- A teacher who enters the scheme with no prior service prior to 1<sup>st</sup> April 2007 or  
A teacher who leaves pensionable employment on or after 1<sup>st</sup> April 2007 and does not return within 5 years (such a teacher will have mixed service ie some pension payable at age 60 and some pension at age 65).

**NB: As of 6 April 2010, the Teachers' Superannuation (Scotland) Regulations 2005 only allows employers to award premature retirement benefits to STSS members who have attained age 55. Teachers who joined the STSS on or after 30 June 2006 are already precluded from being awarded premature retirement before age 55.**

The Scottish Teachers' Superannuation Scheme is regulated and administered by the Scottish Public Pensions Agency (SPPA). Members can join and make contributions up to the age of 75 or to a maximum of 45 years' reckonable service. For NPA 60 members there is no actuarial enhancement for working beyond 60 but there is actuarial enhancement for NPA 65 members working beyond 65. Teachers are also able to draw their pension and continue working as a teacher in a reduced capacity taking at least a 20% reduction in salary from age 55. The reduction must be maintained for 12 months otherwise payment of phased retirement pension will cease.

NPA 60 members will have their benefits calculated as  $1/80^{\text{th}}$  of pensionable salary for each year of pensionable service. NPA 65 members' calculations will be based on  $1/60^{\text{th}}$  of pensionable salary for each year of pensionable service.

For NPA 60 members a pension lump sum is calculated as a minimum of  $3/80^{\text{th}}$  of final salary for each year of pensionable service, however there is a choice to take a higher tax-free lump sum, up to 25% of fund value, and a lower amount of pension. For NPA 65 members there is no automatic retirement lump sum, however there is the option to take a tax-free lump sum up to 25% of fund value, by surrendering £1 of pension for £12 of lump sum.

All members have an option to buy up to £5,000 of additional annual pension. The facility to increase pension by buying past added years/current added years is no longer available, however existing contracts will be honoured.

Under the Winding Down Scheme teachers are entitled to pension protection based on the full time service for a maximum of 4 years.

It is advised that teachers seek advice from the Scottish Public Pensions Agency prior to making a decision on the flexible retirement options.

## 2.4 NOTIFICATION OF RETIREMENT

- **Non STSS Member**

When a teacher makes the decision to retire and is not a member of the STSS, they should complete the form at appendix 1 indicating their wish to resign by reason of retirement. Their head teacher must then complete a termination form and submit this to Payroll Services and write to the teacher confirming receipt of their resignation notification, advising of dates and outstanding issues including annual leave entitlement and/or salary sacrifice commitments.

- **Member of STSS – Normal Retirement**

Where a teacher is a member of the STSS and wishes to retire at or after the normal retirement age applicable to the scheme, they should complete the relevant section of the form at Appendix 1 and submit this to their head teacher. The head teacher will submit a termination form to Payroll Services and thereafter, the teacher will receive a Pension Enrolment Form which will be issued by Education Services.

The normal notice periods for any resignation are applicable however it should be noted that the process period for pensions is approximately 4 weeks from receipt of the completed forms.

- **Member of STSS – Phased Retirement**

From age 55, a teacher can apply to continue in employment while drawing up to a maximum of 75% of their pension benefits and continue to work as a teacher in a reduced capacity. Under these arrangements they need to take at least a 20% reduction in pensionable pay. The reduced capacity can be in the form of less hours or a lesser role and can be on a temporary basis. This arrangement must be for at least 12 months. This facility is known as 'drawdown' and can be exercised twice before final retirement. Teachers considering phased retirement should submit an application using the form at Appendix 2 to their head teacher. The teacher should state what date they wish the policy to come into effect and should outline how their pensionable pay will be reduced by 20%. This should be submitted as early as possible to enable sufficient time for the head teacher to assess the application. It is recommended that the application should be submitted 3-6 months prior to the date on which the teacher wishes the amended working arrangements to come into effect.

- **Member of STSS – Actuarially Reduced Pensions (ARP) Scheme**

Members aged between 55 to NPA can request early retirement under the ARP scheme and take reduced benefits as long as the value of the pension is not less than the guaranteed minimum pension that the teacher would be entitled to at state retirement age. Both the pension and the lump sum will be reduced using factors relating to the teacher's age at the retirement date. Although employer consent is required for this scheme, consent can not be withheld for more than 6 months from the date of application if the teacher has qualified for benefits. Therefore head teachers must approve applications within 6 months if the teacher meets all the relevant criteria. The reduced benefits will be based on factors applicable to whether the teacher is an NPA 60 member or NPA 65 member.

Teachers considering ARP should submit an application using the form at Appendix 2 to their head teacher. The teacher should state the date they wish the scheme to come into

effect. This should be submitted as early as possible to enable sufficient time for the head teacher to assess the application. It is recommended that the application should be submitted 3-6 months prior to the date on which the teacher wishes the amended working arrangements to come into effect.

- **Member of STSS – Winding Down Scheme**

NPA 60 member aged 56 or above or NPA 65 members who are 61 or above, who have 25 years teaching service with the last 10 years being full time, can apply for the Winding Down Scheme. Under this scheme, working hours are reduced for up to a maximum of 4 years before the normal pensionable age although teachers must elect to work a minimum of half the full time hours (0.5 FTE) including non-teaching time. Each year served under the part-time contract will count as 1 full year for pension benefit calculation purposes. The final pensionable salary for benefit purposes will be the salary that the teacher received in the 365 days immediately prior to the winding down contract. This will be re-valued using the retail price index to the actual date of retirement. If the teacher chooses to opt out of the scheme within the 4 years and return to full-time teaching the election will be void and pension protection arrangements will be lost. There may be implications in relation to the teacher's pension entitlement if they decide to continue in employment or work on a casual basis. Teachers should seek advice from the SPPA in relation to this.

Teachers considering the Winding Down Scheme should submit an application using the form at Appendix 2 to their head teacher. The teacher should state the date they wish the scheme to come into effect and should outline how many hours they wish to work with the minimum being 0.5 FTE. This should be submitted as early as possible to enable sufficient time for the head teacher to assess the application. It is recommended that the application should be submitted 3-6 months prior to the date on which the teacher wishes the amended working arrangements to come into effect.

A process chart relating to the above options can be found at Appendix 3.

**NB: The pension scheme flexible retirement provisions are separate from the Severance Policy. All Voluntary Severance requests should be dealt with under the terms of that policy.**

## 2.5 CONTINUE TO WORK

As there is no default retirement age, teachers can continue to work in their current post while they are able to perform the duties of their post to the required standards. Where a teacher fails to meet these standards, reference should be made to the Council's Capability Procedure.

No application is required to continue working, however when a teacher does decide to retire, this should be discussed with their head teacher and relevant steps in sections 2.4 should be followed.

## 2.6 RESPONSIBILITIES

### 2.6.1 Applicant's Responsibility

Teachers have a responsibility to ensure that they have the relevant information to assist them in making a decision in respect of their retirement options. Information is available

from a number of sources including [www.direct.gov.uk](http://www.direct.gov.uk), the Underground, their head teacher, Human Resources and The Scottish Public Pensions Agency.

Teachers are responsible for ensuring that the correct notification/application form is completed and submitted timeously as late submissions could mean a delay in the release of pension benefits where applicable. Teachers are expected to communicate the outcome of their SPPA pension applications to their Head teacher. The normal notice periods for any resignation are applicable to retirement but teachers should be aware of the timescales required to release pension funds where applicable.

### **2.6.2 Head teacher/Education Employee Resources Responsibility**

On receipt of notification of resignation by reason of retirement either for non members of STSS or members of STSS, Education Employee Resources should complete a termination form and submit this to Payroll Services. Education Employee Resources should also confirm in writing to the teacher relevant dates and other details such as annual leave entitlement and salary sacrifice details.

Where the teacher is a member of the STSS and applies for either Phased Retirement, APR or the Winding Down Scheme, the head teacher should arrange to meet with the teacher to discuss the request. The purpose of the meeting is to discuss the request in more detail along with any options available. The teacher is entitled to representation at this meeting.

The Head teacher should consider the application and formulate a recommendation in light of the teacher's circumstances and service provision within the school. The application should then be passed to the Quality Improvement Manager/Officer for consideration in relation to the wider Service needs and legislative criteria. The Quality Improvement Manager/Officer should consult with the Education Employee Resources Adviser, Sealock House to ensure that the teacher meets the criteria for length of service and pension contributions. The Quality Improvement Manager/Officer should formulate a recommendation based on the information gathered which may or may not endorse the Head teacher's recommendation. The application form with the recommendations should then be passed to the relevant Head of Service for approval.

The head teacher should then complete a notification of change form through HR Forms Online and refer the approved request to Education Employee Resources to issue the appropriate forms and letters. A new contract of employment (where applicable) should be issued in relation to the new working arrangements. Alternatively a contract amendment may be outlined in the successful application letter and this can be attached to the teacher's statement of particulars where the amendment is minor. Normal notice periods for retirement and termination of contract remain applicable, and a termination form must be completed where required.

It is Education Employee Resource's responsibility to record any agreed flexible working arrangements under this policy in Resourcelink on the flexible working screens and to review these arrangements timeously, ensuring that there is appropriate communication and notification to both the teacher and Payroll Services at the end of any agreed period.

**NB: A checklist of responsibilities has been provided at Appendix 5.**

### 2.6.3 Non Approval of Phased Retirement, ARP Scheme and Winding Down Scheme Applications

Head teachers have the right to refuse of the Phased Retirement, ARP Scheme and Winding Down Scheme Applications on the basis of a genuine occupational requirement or where there is a legitimate aim which may include a valid health and safety risk, such as:

- A genuine occupational requirement that the teacher does not meet, such as not being able to carry out a task of the job;
- A legitimate reason such as the health, safety and welfare of the teacher or economic factors such as business needs and efficiency e.g. where a teacher wishes to continue in employment on a different working pattern, which cannot be accommodated due to business reasons;
- If a teacher does not meet the criteria for entitlement for an option under the STSS regulations as follows:

Phased Retirement on the following grounds:

- If the teacher is not aged 55 and above;
- If a teacher cannot be given agreement to change their working arrangements in order to reduce their pensionable pay by at least 20% for a minimum of 12 months, for example by lowering their grade or reducing their hours accordingly

The Actuarially Reduced Pension (ARP) Scheme on the following grounds:

- The teacher does not fall between the age of 55 to 59 for NPA 60 members and 55-65 for NPA 65 members;
- The pension entitlement at the time of application does not meet the guaranteed minimum pension to which the teacher would be entitled to at state retirement age.

The Winding Down Scheme on the following grounds:

- The teacher is not aged 56 or above for NPA 60 members or 61 or above for NPA 65 members;
- If the teacher does not have the relevant length of service;
- For service delivery reasons;
- Due to excessive costs which are unreasonable for the Service budget to accommodate.

It is advised that advice is sought from the Scottish Public Pensions Agency (SPPA) in relation to these options before any decision is taken.

**NB: Heads of Services should contact their HR Adviser if considering refusing an application to ensure that the test of objective justification is met before any discussion takes place with the teacher.**

## 2.7 RETIRED TEACHERS

Whilst flexible retirement will enable the Council to retain the skills and knowledge of experienced teachers, those having retired prematurely from the Council will not normally be able to return to employment. The Council has a responsibility to create

opportunities to enable newly qualified teachers to gain experience. This supports the Government's aim to refresh the profession.

Teachers who take early retirement, before age 60, will not normally be able to return to work for the Council when they have accepted an offer of early retirement or are in the process of winding down. Similarly, teachers of this age will also not normally be accepted onto the supply list.

Teachers who retire after reaching normal pensionable age (with no added years enhancements) and wish to continue teaching, must register on the supply list.

Teachers who retire after reaching normal pensionable age (who have been granted additional years enhancement) would not normally be allowed to return to work for the Council in any capacity.

However, where schools have a specific need for an experienced teacher there is a clear procedure in place which enables a school's individual needs to be highlighted, discussed and met. In order that the service can ensure there is consistency and fairness of approach, any school wishing to recruit a retired teacher for either supply or temporary work must obtain the permission of their Head of Service/Quality Improvement Officer.

**NB: the Chief Executive in consultation with the Director of Education, in exceptional circumstances, can authorise the employment of retired teachers.**

## 2.8 HEALTH AND SAFETY

Should a teacher undertake a revised working arrangement they will not be subject to any medical checks unless there is a genuine occupational requirement or there are concerns about their ability to carry out the duties of the post. The checks will be carried out in line with normal Occupational Health referral procedures. Where the Flexible Retirement means a transfer to a different post, then the pre employment checks as per the Council's Recruitment and Selection policy will apply. Any queries concerning this matter should be directed to Human Resources. Risk assessments should be carried out for the teacher as per the normal process. In addition teachers also have a responsibility to raise any health concerns they may have to their Head teacher to ensure treatment is sought in a timely manner.

## 2.9 SUPPORT MECHANISMS

Teachers should read through the flexible retirement policy and consider their options available. Before applying for an option, it is recommended that advice is sought from the following agencies:

- Scottish Public Pensions Agency;
- The relevant tax office in respect of tax implications;
- The benefits agency in relation to NI implications;
- Human Resources in terms of employment implications;
- Trade Union Representative.

Support and advice is also available throughout the process from the following:

- Service HR Adviser;
- Education Employee Resources Adviser, Sealock House;
- Payroll and Pensions Section;
- Occupational Health;
- Health, Safety and Care Team.

### **PART 3**

#### **3.1 MONITORING & REVIEW**

The Head of Human Resources, in conjunction with Service Directors and Trade Unions, will monitor and review this policy as required.

Date of Review: June 2014

## APPENDIX 1

# Retirement Notification Form

Please note the normal notice periods for any resignation are applicable to retirement.

## 1. PERSONAL DETAILS

Name:	DOB:
Home Address:	
Job Title:	Employee Number:
Head teacher's Name:	Head teacher's Location:

## 2. TEACHER CONFIRMATION

I would like to resign by reason of retirement from Falkirk Council with effect from:

Date: \_\_\_\_\_

I am/am not a member of the Scottish Teachers Superannuation Scheme (please delete as appropriate)

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head teacher's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*A letter should be sent to the teacher confirming the outcome of their request and all correspondence should be placed in the teacher's personal file. Head teacher also to request pension form (STSS RET 1 or 2) from Education Employee Resources, Sealock House.*

\*Head teacher applications will be signed by the Head of Service

*Your application may be monitored for statistical purposes*

## APPENDIX 2

# Phased Retirement, ARP Scheme & Winding Down Scheme Application Form for Teachers

This form must be submitted to your head teacher at the earliest opportunity prior to the date you wish your chosen working arrangement to take place.

### 1. PERSONAL DETAILS

Name:	DOB:
Home Address:	
Job Title:	Employee Number:
Head teacher's Name:	Head teacher's Location:

### 2. RETIREMENT OPTIONS

I would like to apply to work under the following arrangement: (Please tick one box only)

<input type="checkbox"/>	<b>Actuarially Reduced Pension Scheme (ARP)</b>
<input type="checkbox"/>	<b>Phased Retirement</b>
<input type="checkbox"/>	<b>Winding Down Scheme</b>

- I understand that reduction to pension as part of the ARP is permanent (only applicable to option B)
- I consider myself to be of reasonable health and fitness to undertake the duties of the post and will undertake/attend any medical examination or health related meetings required for the post
- I understand that Falkirk Council is bound by the Scottish Teachers Superannuation Scheme regulations.



**THIS SECTION IS FOR OFFICE USE ONLY**

**QUALITY IMPROVEMENT OFFICER RECOMMENDATION**

QIO Signature:

Date:

Head teacher Signature:

Date:

**HEAD OF SERVICE APPROVAL**

Please tick the relevant box to indicate whether the recommendation is approved, rejected or amended and provide your signature below. A comments box has been provided in order to detail the reason if disagreement exists between the Quality Improvement Manager and Head teacher recommendations or if you wish to add additional information you wish to add. Please seek advice from HR if you are rejecting the application.

APPROVED

REJECTED

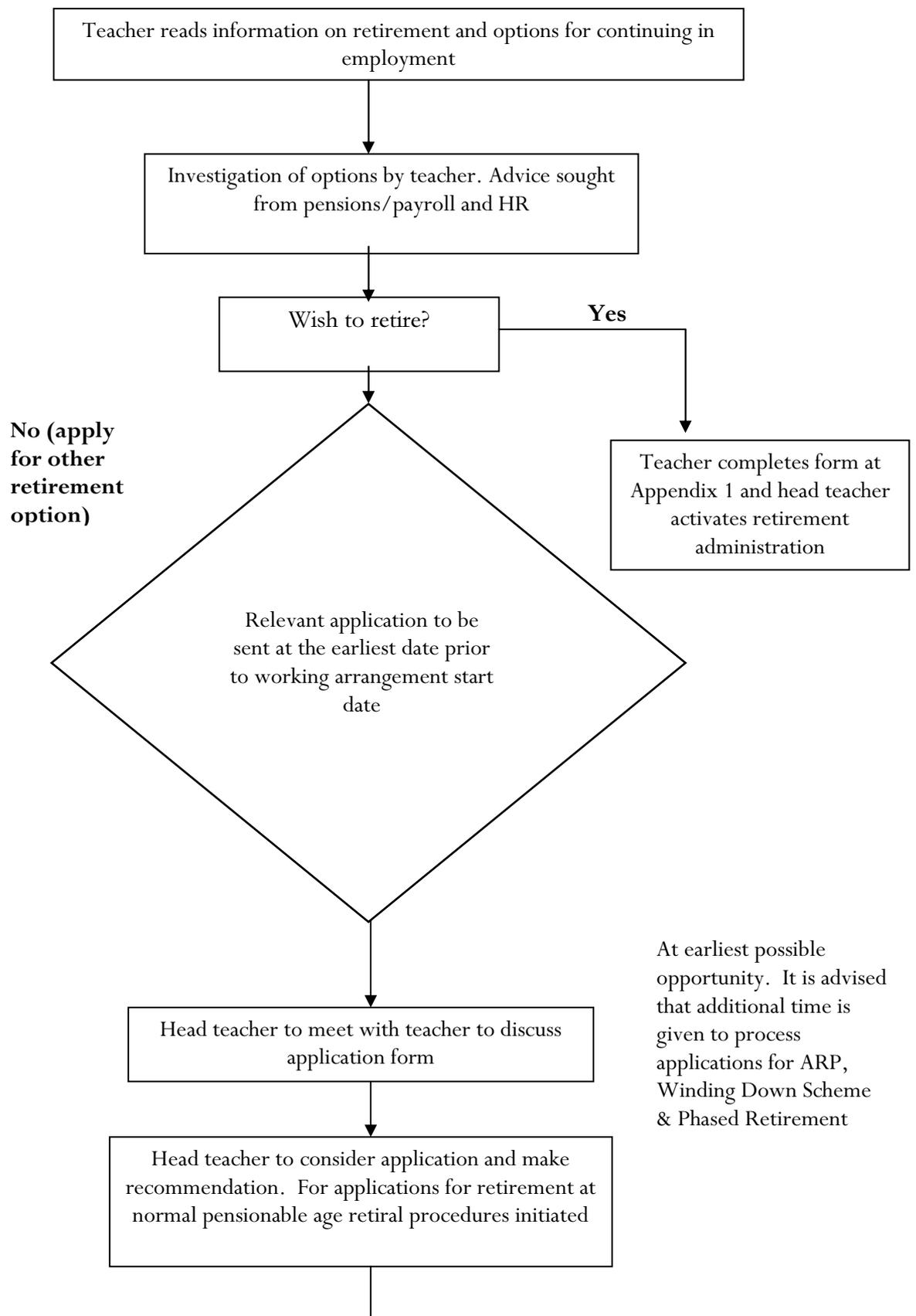
AMENDED

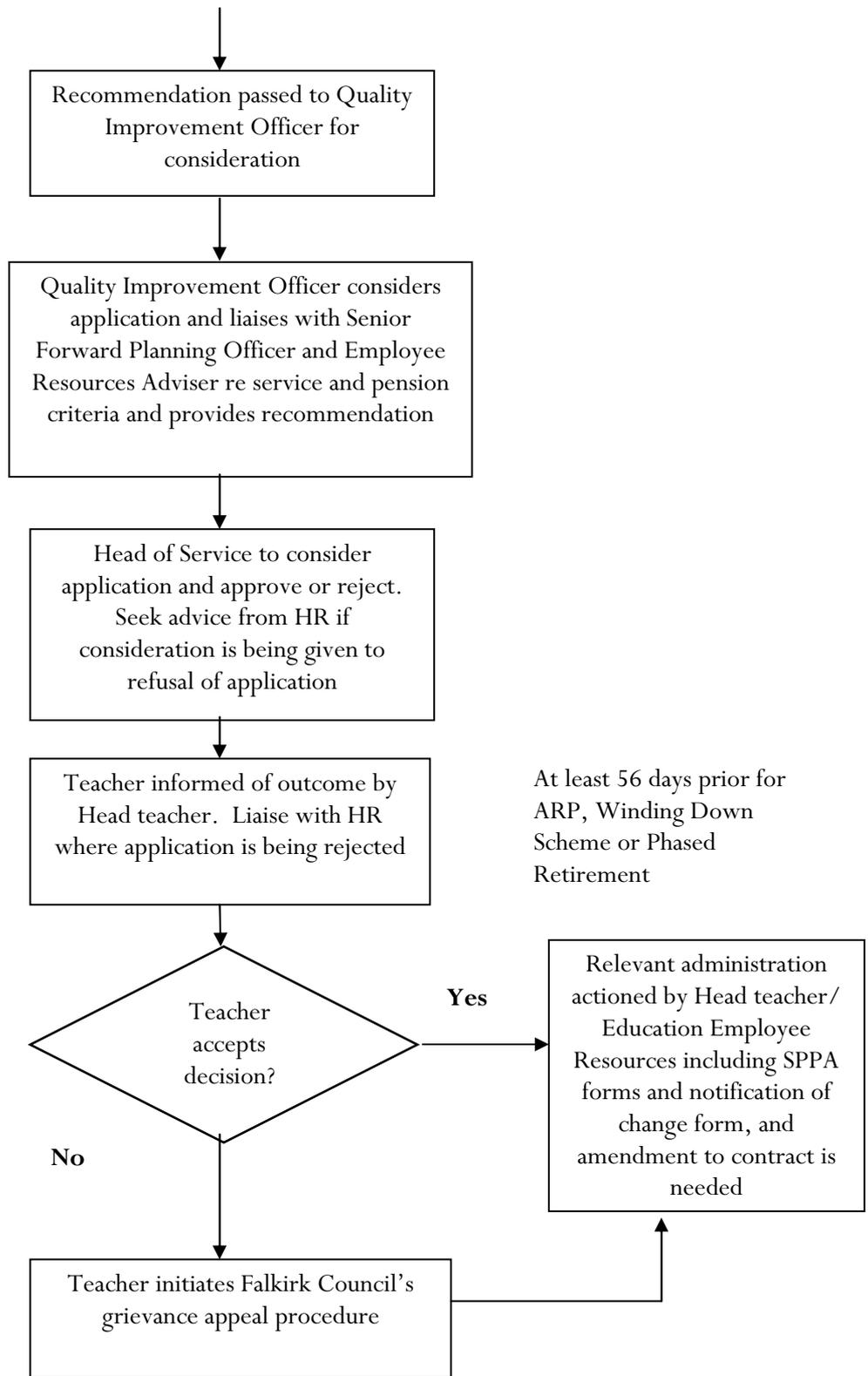
HOS Signature:

Date:

## APPENDIX 3

### FLEXIBLE RETIREMENT PROCEDURE FOR TEACHERS





**APPENDIX 4**

**DRAFT LETTER – SUCCESSFUL APPLICATION**

Enquiries to:  
Direct Dial:  
Date:

Name  
Address  
Address  
Address  
Post Code

Dear (Jobholder Name)

**APPLICATION FOR PHASED RETIREMENT/ACTUARIALLY REDUCED PENSION/WINDING DOWN SCHEME**

I am pleased to advise you that your application under the Retirement Policy has been accepted.

On the basis of this arrangement you will move to the post of (job title) on a (part/full) time basis with effect from (date). The grade of the post is Grade (grade), SCP, currently £ (amount) to £ (amount). Your salary will be SCP (amount) (pro rata) to hours worked. Your working hours will be (number) per week, to be worked (days and times). Your work location will remain at the (location). However, you are employed in the Service of Falkirk Council and may be required to work at any of the Council’s workplace locations.

This letter constitutes a change to your contract of employment and as such should be attached to your statement previously issued. All other terms and conditions remain unchanged.

Any enquiries you have regarding the Scheme should be directed to the Pensions Section by telephoning 01324 506325 or 01324 506329.

Please confirm your acceptance of this offer by signing the copy letter attached and returning it to the address below.

I look forward to receiving your acceptance and would like to take this opportunity of wishing you every success in your post.

Yours sincerely

**TITLE**

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I accept the terms and conditions as stated above.

Signature.....

Date.....

## DRAFT LETTER – UNSUCCESSFUL APPLICATION

Enquiries to:

Direct Dial:

Date:

Name

Address

Address

Address

Post Code

Dear (Jobholder Name)

### **APPLICATION FOR PHASED RETIREMENT/ACTUARIALLY REDUCED PENSION/WINDING DOWN SCHEME**

I am writing to advise you that after consideration of your application for Phased Retirement/Actuarially Reduced Pension/Winding Down Scheme, your request can not be accommodated within your Service. This is due to the following reason/s.

- Genuine Occupational Requirement
- Health & Safety
- Non-eligibility of policy/pension entitlement
- Service Delivery

State reasons and explain (PLEASE SEEK ADVISE FROM YOUR HR ADVISER PRIOR TO DRAFTING THE REASON)

As an employee of Falkirk Council you have the right to appeal the decision under the Council's Grievance procedure.

Yours sincerely

**TITLE**

## APPENDIX 5

### RESPONSIBILITY CHECKLIST

#### Head teacher's Checklist

To ensure the effective application of the retirement policy, on receipt of application, a Head teacher's responsibilities are as follows:

		Completed
*	<b>Retirement notification form received – complete a termination form</b>	
*	<b>Retirement application form received – follows steps below</b>	
1	Consider application received	
2	Meet teacher as per set timescales	
3	Carry out any risk assessments necessary for the post and highlight any genuine medical/safety concerns and occupational requirements if applicable and arrange for any medical checks to be undertaken with occupational health if required	
4	Formulate a recommendation and pass on to the Quality Improvement Manager/Officer to consider	
5	Forward any approved retirement application forms to Education Employee Resources, Sealock House for processing	
6	Monitor agreed arrangements for teachers revised arrangements and contact Human Resources at least 8 months prior to the arrangement end date or prior to retirement to ensure Human Resources issue the correct notification	
7	Communicate any vacancies to the Quality Improvement Manager/Officer and Education Employee Resources	

**NB: Head teacher s should off the teacher representation at all meetings. Note the content of any meetings, and provide the teacher with a copy. A copy of all correspondence should also be placed in the teacher's file.**

#### Teachers Checklist

To ensure the effective application of the retirement policy in relation to, teacher's responsibilities are as follows:

		Completed
*	<b>Retirement from Falkirk Council - complete notification form at Appendix 1</b>	
*	<b>Other retirement option – follows steps below</b>	
1	Read the information contained in the Retirement Policy	
2	Seek advice from the Scottish Public Pensions Agency, Tax Office, Benefits Agency and Human Resources in order to consider the implications of the option they are considering	
3	Communicate their wish to undertake their retirement option by filling out the application form at Appendix 2 and returning this to their Manager at the earliest opportunity prior to the date the working arrangement is to take place.	

4	Request the initial meeting with the head teacher and attend any necessary future meetings as necessary	
5	Complete the relevant application form from the Scottish Public Pensions Agency and communicate the outcome of any application to the SPPA to the head teacher	
6	Comply with any health and safety/risk assessments that are considered necessary	

### Quality Improvement Manager/Officers Checklist

To ensure the effective application of the retirement policy, on receipt of application, the Quality Improvement Manager or Officers responsibilities are as follows:

		Completed
1	Consider the Head teacher's recommendation for the teacher's application which may require them to assess the range of skills and qualifications required to deliver Education Services and whether the teacher's role is required.	
2	Liaise with the Senior Forward Planning Officer and Education Employee Resources Adviser to check whether the post is exempt from the policy and ensure the teacher meets any criteria re length of service, pension contributions and health and safety requirements	
3	Provide a recommendation which either endorses the Head teacher's recommendation or provides a clear genuine reason as to why the application cannot be approved. Discuss refusal with the Head teacher if applicable	
4	Forward the application to the Head of Service for final approval	
5	Ensure recruitment procedures are put in place for any vacancies produced as a result of the retirement policy	

### Education Employee Resources Checklist

To ensure the effective application of the retirement policy, on receipt of application, Education Employee Resources's responsibilities are as follows:

		Completed
1	Confirm the teacher meets the STSS criteria of the flexible retirement option applied for	
2	Process the teacher's flexible retirement application form, pension forms, change forms and issue new contracts where applicable	
3	If application is approved, complete the necessary administration requirements including, notification of change form through HR Forms Online/contractual changes, update flexible working screens in Resourcelink and letters for continuation in employment	