



Vancouver Public Library

## VPL AND CUPE 391 RETIREMENT PLANNING



Your union and your employer will assist you with your retirement planning. Please refer to this general check list to find about resources available to you.

### **NOTIFICATION**

You will need to notify the following people or organizations of your intention to retire in order for them to be able to assist you with your retirement planning:

- Your co-workers and supervisors at your worksite
- CUPE local 391
- VPL Human Resources Department
- WE Group Benefits and Consultants

### **EDUCATION COURSES ON RETIREMENT**

CUPE offers a three day retirement planning course several times per year. This is an excellent opportunity to have experts assist with the future organizing of your finances and your time away from the worksite. Those within five years of retirement are able to attend.

As with all union courses, the local will pay the registration cost, an allowance to cover your meals, and pay for any replacement time from your worksite. Staff will be expected to attend on their own time for any days that they are not scheduled to work.

These retirement planning courses are very popular, so sign up early! Contact the local's Education Representative to find out when the next course is being offered.

The City of Vancouver offers a two day retirement course for employees. "Getting Ready for Retirement" covers such topics as:

- Common retirement concerns
- Some of the myths around aging
- Government Pensions & Benefits, Municipal Pension Provisions
- Steps for Financial Planning for retirement
- the benefits to Wills & Estate Planning
- Steps to manage change - in lifestyle, role, relationships, housing & leisure.

To register for the City of Vancouver course, fill out the Application for Training and forward it to VPL's Human Resources Department. Check the CityLearn calendar for details.

## **LONG TERM DISABILITY AND RETIREMENT**

With the Long Term Disability Plan there is a 6 month waiting period before one can be approved to go on LTD. The plan does not carry on once a person retires. For these reasons, staff do not need to continue to pay their LTD payments for the 6 month period leading up to their retirement.

Our collective agreement also allows for staff to accumulate up to the equivalent of one year of sick bank. Those staff who have more than 6 months of sick bank can stop paying their LTD for that amount of time prior to retirement. (for example, if a staff member has 8 months of sick bank, they can stop paying LTD 8 months prior to retirement.)

Staff simply notify W.E. Group Benefits and Consultants by e-mail: (groupbenefits@weinsurance.com) as well as notifying the Union and Human Resources Department in writing. Human Resources will confirm retirement date and the LTD premiums will stop on the appropriate date.

- **IMPORTANT NOTE:** If one changes their retirement date to a future date, they will be invoiced for any missed premium payments.
- **IMPORTANT NOTE:** If one gives less than six months notice as to their retirement date, the union does not reimburse the difference.

## **VACATION AND RETIREMENT**

As per Article 11.1.7 in the collective agreement, a regular employee who has reached minimum retirement age as defined in the Pension (Municipal) Act and has completed at least ten (10) years of pensionable service in accordance with and as defined in the Act shall be entitled to receive full annual vacation on retirement.

## **1998 ADVANCE**

In 1998 the City of Vancouver changed pay weeks. Employees were given the option of receiving a weeks pay in advance. When leaving Vancouver Public Library staff are required to pay this money back. If you were full-time in 1998 and are retiring, check with HR and they will tell you the amount owing. We can also arrange for repayment over 6 months or in one lump sum.

## **PENSION, BENEFITS, AND RETIREMENT**

Staff should contact the City of Vancouver Pension Office at 604-873-7802 to make arrangements regarding your:

- Municipal Pension Plan
- Vancouver Employees' Savings Plan
- Retirement Benefits (Medical Services Plan, extended health and dental plans, life insurance plan)

## **FINE-FREE STATUS AND RETIREMENT**

Fine-free status will continue indefinitely as approved by the City Librarian.

## **RETIREMENT GIFTS**

The union will purchase a retirement gift for you. The amount of the gift depends on years of service, and is generally selected by your co-workers. Please see the union's constitution under "expenditures" for more details.

<http://www.cupe391.ca/documents/constitution.shtml>

## **RETIREMENT PARTIES**

The union will contribute funds towards your retirement party. The amount depends on whether the event will be just for your worksite, or a party open to all CUPE 391 members. Please see the union's constitution under "expenditures" for more details.

<http://www.cupe391.ca/documents/constitution.shtml>

## **RETIRED STAFF ASSOCIATION**

The union would like to keep in contact with you after you retire. Please send any change of address information to the union office.

Office: 545 West 10th Avenue  
Vancouver, B.C.  
V5Z 1K9

Telephone: (604) 322-4879

Fax: (604) 879-3034

E-mail: President only: [president@cupe391.ca](mailto:president@cupe391.ca)

Entire Executive: [executive@cupe391.ca](mailto:executive@cupe391.ca)