

LETTER OF UNDERSTANDING

BETWEEN

The City of Edmonton
("The City")

AND

Civic Service Union 52
("The Union")

RE: 2019 Voluntary Retirement Option - Survey Services, Business Planning & Support, Integrated Infrastructure Services

Survey Services in the Business Planning & Support Branch within Integrated Infrastructure Services is undergoing a workforce reduction. A significant number of permanent staff are eligible for retirement by the end of December 2019. At the City's option and as agreed by the Union, retirement-eligible employees will be offered two Voluntary Retirement Options as set out below.

Definitions

Retirement-eligible employees are those whose age plus years of service in the Local Authorities Pension Plan amount to 85 or greater and hold permanent status (full or part-time) in the area affected by the workforce reduction.

Options

- 1. Three months' lump sum salary plus paid retiree health & dental benefits for up to 5 years**
 - This Option is only applicable to employees who are under age 65 at the time of application;
 - The lump-sum will be based on the employee's hourly rate at the time a signed agreement and release (See Appendix C) are completed;
 - The lump-sum is subject to statutory deductions and income tax;
 - The City will cover both the employee and employer portion of retiree health and dental benefits for up to five years or until the employee turns 65, whichever comes first;
 - The health and dental retiree benefits do not include Health Care/Flexible Spending Account or Travel;
 - Participants are required to commence their pension upon retirement in order to draw the retiree benefits; and
 - Participants are subject to the terms regarding retiree benefits coverage identified in the Severance Agreement (Appendix C) and/or the Plan document

-Or-

2. Six months' lump sum salary

- The lump sum will be based on the employee's hourly rate at the time a signed agreement and release (See Appendix C) are completed.

General Conditions

- Acceptance of either option is voluntary - no one is required to end their employment with the City through this initiative.
- Eligible employees will receive an email which outlines the elements of the Program along with a Questions and Answers informational document (per Appendix A and B).
- Participating employees are not eligible for re-hire for a one year period from the date of retirement.
- The employee must email the contact named in Appendix A, expressing their interest and identifying which Option they choose, by the deadline indicated in Appendix A.
- All applications are subject to approval by the City and will be responded to by the deadline indicated in Appendix A.
- If accepted into the program, the employee will be required to sign a severance agreement and a release (per Appendix C).

Appendix A: Template Email to Retirement-Eligible Employees

Appendix B: Questions and Answers Document

Appendix C: Severance Agreement and Release Templates

3 Month Option

6 Month Option



Russell Smith
For the City of Edmonton



Joe Childs
For the Union

Date: Dec 9/19

Date: Dec 10/19