

LETTER OF UNDERSTANDING

BETWEEN

THE BOARD OF EDUCATION (The "Board")  
SCHOOL DISTRICT NO. 63 (SAANICH)

AND

THE SAANICH TEACHERS' ASSOCIATION (The "Association")

**Re: Article B.37 – Early Retirement / Career Change Incentive Plan ("ERIP")**

WHEREAS: The Board would like to encourage teachers to retire at the end of the school year, and the Association would like to preserve its members' flexibility with respect to accessing the benefits afforded under Article B.37 of the collective agreement.

THE BOARD AND THE ASSOCIATION HEREBY AGREE AS FOLLOWS:

1. This Letter of Understanding applies only to retirements occurring **up to** June 30, 2025 inclusive.
2. This agreement no longer requires teachers to retire at a mid-year term or semester break to be eligible for the ERIP allowance, but rather they may retire effective June 30<sup>th</sup> of the school year in which they plan to retire.
3. Teachers who are eligible to receive the ERIP allowance and who plan to retire at the end of the school year must notify the Director of Human Resources in writing no later than April 1<sup>st</sup> of the year in which they will retire in order to qualify.
4. Eligible teachers who intend to retire mid-year must continue to follow the time lines specified in Article B.37 (as referenced below).

*B.37.1*

- e. Teachers must retire at a term or semester break between November 1<sup>st</sup> and January 31<sup>st</sup>.*
  - f. Teachers shall notify the Board in writing no later than May 1<sup>st</sup> prior to the year of retirement.*
5. All other provisions of Article B.37 continue to apply regardless whether the teacher retires at a mid-year break or at the end of the school year.
  6. Unforeseen issues arising out of the application and administration of this Letter of Understanding will be addressed and resolved by the Board and the Association in a mutually satisfactory manner.

This Letter of Understanding is without prejudice and precedent to this district and any other school district in British Columbia.

Agreed and signed this 6 day of April 2023.

  
Saanich School District

  
Saanich Teachers' Association