



Lupane State University

Building Communities through Knowledge

**POLICY ON CONTINUATION OF EMPLOYMENT
BEYOND RETIREMENT AGE**



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TITLE:	POLICY ON CONTINUATION OF EMPLOYMENT BEYOND RETIREMENT AGE
MANAGEMENT POLICY NUMBER:	HR 02/15/LSU
COMPILED BY:	HUMAN RESOURCES
APPROVED BY:	SALARIES AND CONDITIONS OF SERVICE COMMITTEE

POLICY ON CONTINUATION OF EMPLOYMENT BEYOND RETIREMENT AGE

1. Preamble

The retirement age of all members of staff at Lupane State University is 65 years as contained in Statutory Instrument of 2000 Section 17(i)b.

In compliance with the above, the Lupane State University Terms and Conditions of Service of all staff Section 8.1. states, *"Every member shall retire at the end of the calendar year in which he/she has attained the age of sixty-five years"*.

This policy is subject to the following conditions:

- 1.1. It is not automatic that one would be offered a contract of employment beyond retirement age.
- 1.2. The process of renewal of contract is carried out every year for all members beyond 65 years of age, up to a maximum of 75 years.
- 1.3. This provision applies to both academic staff and non-teaching staff of all grades.

2. Process of Renewal of Contract

- 2.1. A member of staff who has attained the age of 65 years shall, if he/she intends to extend his/her contract, apply to the Head of Department stating his/her intention to continue working. The application letter must give reasons for this intention and must be accompanied by a detailed Curriculum Vitae.
- 2.2. When the Departmental Chairperson receives the application he/she shall convene a Departmental meeting where the application shall be considered. Among key areas to consider shall be the following:-
 - 2.2.1. That there is a skills shortage possessed by the retired member of staff.
 - 2.2.2. That the Department has failed to recruit a candidate with requisite skills to replace the retired member of staff.
 - 2.2.3. That the performance management assessments and any other tools of assessment were consistently positive over the last five years.
 - 2.2.4. That the member of staff has not reached the age of 75 years.

2.2.5. That the retired member has explicitly expressed his desire to continue serving the University.

2.2.6. That the member of staff is still fit to perform the duties.

2.3. The Departmental Board shall then recommend whether or not to extend the contract and submit the dossier to the Dean. The Dean shall support or not support the recommendation giving his/her justification for his/her view and submit the dossier to the Registrar.

2.4. The Registrar shall upon receiving the dossier; either convene a meeting for the Committee on Continuation of Employment Beyond Retirement Age or shall process the application through the Chairman's Action Process. The Committee may invite a member of staff for an interview. Should he or she wish, the member shall be allowed to be accompanied by a Workers' Committee representative or a work colleague.

2.5. Both the Committee and the Chairman's Action results shall be binding and University Management shall inform the staff member accordingly.

3. **Appeals Procedure**

An employee who is not happy with the Committee's verdict shall have the right to appeal to the University Council.

4. **Leave Entitlement**

Once accepted on annual year contracts the member, shall be entitled to all forms of leave as contained in the Labour Act Chapter 28:01 Section 14.

5. **Group Benefit Entitlement**

The University reserves the right not to contribute to any benefit plans such as pension, Group Life Cover, Medical Aid and other group plans, once a member is above 65 years of age.

6. **Interpretation**

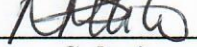
The interpretation of this Policy on Continuation of Employment Beyond Retirement Age rests with the office of the Registrar.

7. **Effective Date**

The policy shall take effect on the date it is signed by the Chairperson of the Salaries and Conditions of Service Committee.

8. **Review of Policy**

This policy shall be reviewed as and when the need arises.

Approved: 
Chairperson – Salaries and Conditions of Service Committee

Date: April 19th 2017