



St Joseph's Theological Institute NPC

(Company number 2003/009125/08. PBO number 930007111)

Registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997 (Registration Certificate number 2003/HE08/003).

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Title	Retirement Policy
Compiled by	President & Board of Directors
Effective date	7 March 2018
Approved by	Board of Members
Date of Approval	7 March 2018
Next review date	April 2021

1. Purpose of the Policy

- 1.1. The purpose of the Retirement Policy is to govern retirement procedures for Academic Staff and for Administrative and Support Staff.
- 1.2. The Policy is intended to guide recruitment and planning for future academics in various disciplines needed to support the Institute's programmes. Thus, it provides guidelines for the terms of engagement of academic and non-academic staff, taking into account the state of life (consecrated or lay).

2. Definitions

The following definitions pertaining to the Institute are considered important for this policy:

'academic staff' means collectively the persons contracted to service the Institute's academic programmes; almost always as lecturers. Some academic staff also have managerial or administrative duties;

'administrative and support staff' means collectively those employees contracted in the service of the management, in non-academic positions such as clerks, secretaries, librarians, and cleaners.

'consecrated person' means a person in catholic religious vows or promises, or in holy orders;

'employee' means a natural person contracted to fulfil the duties according to their job description. Employees fall into several subcategories: full time academic staff, part time academic staff, visiting lecturers, administrative staff and support staff;

'lay person' means a person who is not a consecrated person as defined above, irrespective of creed.



3. Preamble

- 3.1. Retirement is an important transition both for an employee and the employer. The Institute strives to make this transition as smooth as possible for all its employees.
- 3.2. St Joseph's Theological Institute employs both consecrated persons (religious and priests) and lay people. Its workforce is categorised into Academic Staff and Administrative and Support Staff.
- 3.3. The Institute reserves the right to employ expert lay people, retired from other employment, for its academic staffing requirements.

4. Academic Staff

- 4.1. Whereas it is the current practice of the institute that all full time academic contracts are signed for five years, renewable indefinitely, and all part time academic contracts are signed for a semester or year, renewable indefinitely, this policy sets a mandatory retirement age for academic staff at 75.
- 4.2. All employment contracts, irrespective of the term of validity, expire at the end of the year in which the academic employee turns 75. For part time academics who only teach in one semester of the year, the retirement shall be enforced at the end of the semester.
- 4.3. Whereas academic staff have the privilege of leave during the academic breaks, without the possibility of accumulation of leave, they shall not be entitled to any claim for untaken leave.
- 4.4. Whereas it is not the current practice of the Institute to enrol its academic staff in any benefit fund, retiring academics shall not be entitled to any pension pay-out.
- 4.5. Whereas some academics provide expertise in the disciplinary niche particular to its programmes, the Institute shall reserve the right to enter into a new short term contract with a retired academic upon reaching mutual agreement for the purposes of fulfilling the objectives of the Institute. Such a contract shall have a maximum period of validity of one year and be renewable for a maximum of 5 (five) times.
- 4.6. Should an academic employee wish to be considered for a contract after the age of 75, the employee shall make the application in writing to the Board of Directors at least 6 months before the employee turns 75.
- 4.7. Criteria for extending employment beyond the age of 75 shall include, but not be limited to: (1) the lack of availability of suitably qualified persons and (2) the need for the specific expertise of the academic employee.

5. Administrative and Support Staff

- 5.1. Whereas all lay people employed in administrative or support positions in the Institute have contracts of indefinite length; this policy, guided by the stipulations in the Provident Fund, sets the mandatory retirement age at 60 for non-academic staff. This is the age after which certain benefits of the Provident Fund fall away, e.g. compensation for injury at work.



- 5.2. The Employee shall retire at the end of the month in which the Employee reaches the age of 60.
- 5.3. Any extended employment at the Employer after the date mentioned shall be dealt with in terms of a new employment contract.
- 5.4. Any payment of outstanding leave shall be guided by the Institute's leave policy for administrative and support staff.



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