



RETIREMENT POLICY

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Table of Contents

1. Introduction.....	3
2. Purpose.....	3
3. Abbreviations and Definitions.....	3
4. Scope and Applicability.....	4
5. Legislative Framework.....	4
6. Retirement.....	5
7. Policy Provisions.....	6
7.1 NORMAL RETIREMENT.....	6
7.2 EARLY RETIREMENT.....	6
7.3 ILL HEALTH RETIREMENT.....	6
7.4 EXTENSIONS BEYOND NORMAL RETIREMENT AGE.....	7
7.4.1 ASSESSMENT OF OPTIONS FOR FILLING THE POST.....	7
7.4.2 ASSESSMENT OF STAFF MEMBER.....	8
7.4.3 DURATION OF EXTENSION.....	8
7.4.4 REMUNERATION.....	9
8. Review of This Policy.....	9
9. Procedure.....	10
10. STAKEHOLDERS.....	10
11. VERSION CONTROL.....	11

1. Introduction

The Da Vinci Institute is an accredited private higher distance education provider offering qualifications on NQF levels five to ten, which are registered on the Higher Education Qualifications Sub-Framework (HEQSF). This policy forms part of the institutional Integrated Quality Management System and details the principles for ensuring that programme offerings adhere to academic standards and empower students to contribute to the transformation of their communities, society and the economy of the future. This approach is underpinned by the Business- and Community-based Action Learning discourse on the co-creation and distribution of relevant knowledge.

The Da Vinci Institute for Technology Management has adopted a normal retirement age of 65 years but recognises the need to retain certain exceptional, highly skilled, and able employees, particularly those in scarce skill disciplines, beyond the age of 65. This policy expressly provides for the extension of services beyond the age of 65, subject to any applicable retirement fund rules.

This policy clarifies the different circumstances under which an employee may retire, and the benefits associated with such retirement. The policy also identifies the circumstances under which an employee may be retained after retirement.

2. Purpose

The purpose of this policy is to establish the normal age of retirement and the principles for a fair and consistent assessment of applications and requests for extension beyond retirement age.

3. Abbreviations and Definitions

DV	Da Vinci Institute for Technology Management (Pty) Ltd
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Term	Definition
Procedural Fairness	The requirement aimed at ensuring that processes culminating in administrative actions and decisions materially and adversely affecting the rights or legitimate expectations of any person is done in a fair manner.
Retirement Age	The normal age of retirement for all employees is 65 years and shall take effect at the end of the year in which the employee turns 65.
RemCo	Human Resources and Remuneration Committee

4. Scope and Applicability

This policy covers all employees working at all levels and grades, including part-time and fixed-term employees, (collectively referred to as employees in this policy).

5. Legislative Framework

This policy is benchmarked against and should be read in the context of the relevant legislation, guides, frameworks, policies and procedures including, but not limited to:

5.1 Constitution of the Republic of South Africa Act 108 of 1996

5.2 Higher Education Act No. 101 of 1997

5.3 Basic Conditions of Employment Act 75 of 1997

5.4 Employment Equity Act 55 of 1998

5.5 Labour Relations Act 66 of 1995

5.6 Skills Development Act 97 of 1998

5.7 National Qualifications Framework Act No. 67 of 2008

5.8 Higher Education Act No. 101 of 1997

5.9 Protection of Personal Information Act 4 of 2013

5.10 SAQA - National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part-Qualifications and Professional Designations in South Africa

5.11 CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide

5.12 CHE: Higher Education Quality Committee: Framework for Programme Accreditation

5.13 All DV Human Resources policies and procedures

6. Retirement

6.1 An employee who reaches retirement age shall be given 6 (six) months' written notice of the retirement or of any decision (if applied for) to grant an extension beyond the age of 65 to facilitate mutual planning.

6.2 There shall be fairness, consistency and transparency in the criteria and procedures for granting extensions beyond retirement.

6.3 All assessment panels or committees shall provide detailed reasons for recommendations or decisions.

6.4 Applicants for extension beyond retirement shall be treated with sensitivity but no extension beyond retirement shall be granted purely on compassionate grounds.

6.5 Only in exceptional circumstances will an employee who has reached retirement age occupy a leadership role such as a manager. Such an arrangement will only be permissible subject to a succession plan that has been contracted, not exceeding 6 months.

6.6 All applications for extension beyond the age of retirement shall be recommended by the line manager who will inform the HR Manager and it will be tabled at RemCo, who will review the recommendation.

6.7 There shall be no appeals with respect to the decision taken.

6.8 Reviews shall be based solely on procedural irregularity.

7. Policy Provisions

7.1 Normal Retirement

DV values the contributions made by all employee regardless of age. It nevertheless recognises that some level of employee turnover is essential to introduce new skills and approaches or to re-focus activities that impact on the success of the business. Staff turnover is also imperative if the institution is to achieve its transformation goals.

The normal age of retirement for all employees shall accordingly be 65 years of age and shall take effect at the end of the year in which the employee reaches the age of 65.

All contracts of employment shall automatically terminate at the end of the year in which the employee reaches the age of sixty-five years.

Employees may elect to retire at the end of the month in which they reach sixty-five years provided the employee has given six months prior notice of her/his intention to do so.

7.2 Early Retirement

Staff at the age of 55 and older may apply to retire before their normal retirement age.

7.3 Ill Health Retirement

Ill-health retirement is possible where an employee who is not yet 55, is in ill health and applies to be allowed to retire on the grounds of ill health rather than disability. The request to be supported by a diagnosis/report from a registered medical practitioner.

7.4 Extensions Beyond Normal Retirement Age

DV recognises the need to retain certain exceptional, highly skilled, and productive employees beyond the normal age of retirement.

Accordingly, DV may grant an extension beyond normal retirement to an employee who has reached normal retirement age, for a period of up to three years, in the first instance, with the possibility of a further extension for up to two years. Notwithstanding the period of extension granted, an employee on extension beyond normal retirement age must meet or exceed the expectations for their post in the annual performance assessment process. Should their performance fall below expectation in any year of assessment, their contract may be terminated. Extensions beyond retirement shall only be in exceptional circumstances and shall depend on various factors applicable at a particular point in time.

7.4.1 Assessment of Options for Filling the Post

Prior to assessing a potential retiree for an extension beyond retirement, the relevant senior managers shall consider:

7.4.1.1 The strategic, operational and or academic priorities of DV to determine if resources should be allocated to the post.

7.4.1.2 The need to use the post to enhance transformation, in terms of achieving employment equity goals of DV.

7.4.1.3 The likelihood of filling the post considering any specialised skills required for the post as well as likely availability of a replacement given prevailing market trends.

7.4.1.4 If after assessing options for the post, it is confirmed that an extension beyond retirement is possible, the employee shall have to be assessed in terms of criteria contained in paragraph 7.4.2 below.

7.4.2 Assessment of Staff Member

7.4.2.1 Minimum Requirements

Sustained high level of performance by the employee. This assessment shall be based largely on the annual performance reviews of the employee in terms of the Performance Management Framework:

- a. Possession of specialised or scarce skills and qualifications that is difficult to replace through normal recruitment due to prevailing market factors, and/or
- b. Key level of involvement of the employee in a major project where continuity is imperative for success.

7.4.2.2 Additional Requirements

In addition to the minimum criteria the incumbent must meet at least three of the following requirements:

- a. Contribution to building capacity within his/her specialised area of operation.
- b. Recognised standing in the relevant profession or in professional or learned societies.
- c. Evidence of continuing professional development and adaptability to new trends and developments in his/her field.
- d. Evidence of leadership within the operational unit.
- e. Evidence of innovation and customer orientation in performing duties.
- f. Excellence in service.
- g. A commitment to assist DV to achieve its strategic and transformational goals.

7.4.3 Duration of Extension

The duration of the extension shall be determined considering:

7.4.3.1 Major projects in which the employee has a key role and where continuity is essential.

7.4.3.2 The need for completion of supervision of a project.

7.4.3.3 The duration of an approved succession plan.

The maximum duration of the first extension beyond retirement is three years.

Thereafter a new application can be made for a further period of up to two years.

No employee will be retained beyond the age of seventy years unless agreed on by the Board in exceptional cases. Employees beyond the age of 65 years could be retained on a different contracting agreement, e.g. independent contractor agreements.

7.4.4 Remuneration

Where there is no change in the workload and level of responsibility, the employee shall retain his/her salary as at normal retirement date.

Dependent on the specific needs of DV, it may be decided that the employee's contract be extended on a reduced workload basis. In such cases the salary shall be determined on a proportional basis, considering the recommendations of the Human Resources Manager.

8. Review of This Policy

Regular review and amendment of this policy will be done in line with the approved institutional policies and regulatory requirements. This will take place in consultation with the relevant quality assurance structures at departmental and institutional level, under the auspices of the official custodian of this policy, namely the Human Resources Manager.

9. Procedure

This procedure document will be followed for all staff reaching retirement age, and in cases where an extension to work beyond retirement age be applied for.

Step	Description	Notes
1	The HR Department to track the age of all staff members and identify staff members who will be reaching retirement age in the next 6-12 months	
2	The list of staff members reaching retirement age in the next 6-12 months will be presented to the relevant line manager to make a recommendation	The recommendation will be to: <ul style="list-style-type: none"> ➤ Retire the staff member at the end of the year they turn 65 ➤ Extend the retirement with a further 1-3 years
3	The recommendation from the line manager to be considered by the HR Manager and RemCo, and a final decision to be reached	
4	The HR Manager to communicate the decision to the staff member in writing, 6 months prior to retirement	Signed copy to be placed on the employee file
5	Annual review of the performance of the staff member retained after normal retirement age	
6	The recommendation from the line manager to be considered by the HR Manager and RemCo, for a possible additional extension	

10. STAKEHOLDERS

1	HR Manager
2	Line Managers
3	RemCo

11. VERSION CONTROL

Version History	Amendment Details	Approval Date	Approving Committee
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