

UNIVERSITY OF GUELPH: RETIREMENT PROCESS

Recently, UPP took over the administration of the pension plan and this has changed the retirement process. Your retirement encompasses both pension and non-pension processes. The pension process is managed by the UPP, and your pension package will come to you directly from them. The non-pension package will be sent by HR. Each package will come with clear instructions on how to complete the included documents.

PRE-RETIREMENT PROCESS: RETIREMENT CONSIDERATION STAGE

- Please review the [‘Thinking About Retirement’](#) webpage on the HR website where you will find:
- Information about your pension, administered by UPP, at myupp.ca.
- Resources and links to learn about Post-Retirement benefits and life Insurance coverage.
- If you still have questions after reviewing this information:
 - Email UPP for pension questions at memberservices@universitypensionplan.ca.
 - Email HR for non-pension questions at upp@uoguelph.ca.

RETIREMENT PROCESS: RETIREMENT DECISION STAGE

- Please review the [‘Retirement Checklist’](#) webpage on the HR website for next steps including:
 - Notify your Department about your decision to retire. This is your official retirement notice.
 - Notify Human Resources. Please send an email to upp@uoguelph.ca.
- Review policies regarding notice period, vacation and last day procedures.
- Once your Retirement Notice is accepted, it is irrevocable.

Please Note:

- Under the UPP, all retirements are processed on the last day of the month.
- You should inform HR a minimum of 3 months in advance of your Retirement Date.
- Email upp@uoguelph.ca to confirm your Retirement Date.

RETIREMENT PROCESSING: BACKGROUND STEPS AND WHAT YOU SHOULD EXPECT

- Once your Retirement Date has been accepted AND you have informed HR about it:
 - HR informs UPP about your retirement.
 - The Pension package will be sent to you directly from UPP. UPP’s default method of communication is via their member portal.
 - Please reach out to UPP Member Services, for any questions related to your pension, at memberservices@universitypensionplan.ca.
 - HR will send you the Non-Pension retirement package, approximately 4 weeks in advance, which includes enrolment options for post-retirement benefits, retiree email, etc.
 - This package is emailed to your attention as a PDF attachment.
 - Detailed instructions on how to complete the package are included.

THINGS TO CONSIDER:

- Employees who elect an immediate monthly pension (for both the University of Guelph portion and the UPP portion of their pension) AND have a minimum of 10 years of Continuous Service at their retirement date may be eligible to continue Extended Health and Dental benefits post-retirement.
- Please check your collective agreement to determine if you have a more restrictive service requirement.
- Electing the Commuted Value (CV) option of your pension OR deferring the commencement of your pension will make you ineligible for retiree health and/or dental benefits from the University.

PLEASE REMEMBER:

Many employee groups are willing to support you through this exciting stage of your journey with the University of Guelph. Please do not hesitate to reach out to find out what they can do for you.

CONGRATULATIONS ON YOUR UPCOMING RETIREMENT!