

## SUMMARY OF UCC CUSTOM AND PRACTICE<sup>1</sup>

### *Eligibility*

Academic staff members appointed to the grade of College Lecturer B/B and above are eligible for professional added years. Administrative Staff appointed to the grade of Admin III (Grade 6) and above are also eligible (irrespective of whether or not it is an external or internal appointee). Staff appointed on all other scales are not eligible for added years. In addition any staff members appointed on a personal rate is not eligible for the application of added years (research staff for example would fall within this category).

Added Years are not granted until retirement and while all benefit statements show a potential amount of added years for the relevant category of staff, the statement confirms that years will not be granted if all the criteria are not met. Any years granted are subject to a charge of 1% of retiring salary per year of service granted. An individual resigning prior to retirement will not be granted added years.

### *Application*

Under the scheme rules an individual can receive up to 10 professional added years at age 65 (normal retirement) and this is reduced by 1 year for every year that an individual retires early so that the maximum number of years that can be granted at age 60 is 5 added years. The number of years granted is limited by total service not exceeding 40 full-time years (if always full-time) or the lower maximum for someone with part-time service (i.e. maximum service for a part-time person (50%) is 20 full-time years assuming the individual was always part-time). In addition the number of years granted cannot exceed one third of service (actual and transferred but excluding any purchased service).

### *Specific Requirements/Reductions*

A number of caveats attached to the granting of added years including the transfer in of all retained benefits, payment of contributions in respect of temporary service and reduction in respect of periods of unpaid leave, part-time service as follows:

#### Retained benefits:

In order that the full amount of added years will be granted all transferrable service must be transferred in. Therefore account is taken of any prior public sector service (temporary and permanent) and if such service is not transferred prior to retirement the number of years granted will be reduced by the amount of prior service and if the prior service exceeds the number of years that could be granted then no professional added years will be granted on retirement.

Any individual holding a retained benefit in another occupational scheme which is not transferrable to the UCC scheme will also be subject to a reduction in the number of years granted. The reduction is calculated by placing a value in years of service on the notional

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<sup>1</sup> Summary of Custom and Practice is in accordance with the provisions as outlined in letter to Ms. Mary Kerr, HEA of 18<sup>th</sup> November 2009 from Ms. Susan O'Callaghan, UCC

transfer that could be paid to the UCC scheme. Again if the amount of “service” that could be secured by the transfer exceeds the number of added years that could be granted then no professional added years will be granted on retirement.

#### Temporary Service:

Any individual with prior reckonable temporary service in UCC must pay all contributions due in respect of such service before professional added years will be granted.

#### Unpaid Leave:

Added years are not granted to compensate for any periods of unpaid leave (including parental leave, career break, unpaid maternity leave etc.) In this instance the added years are calculated as though the individual had no periods of unpaid leave and then the total service is reduced by the amount of unpaid leave.

#### Part-time Service:

Added years are not granted to compensate for any periods of part time service. In cases where someone has always worked part-time at a fixed percentage the maximum number of added years that will be granted are in line with the part-time ratio. So for example the maximum number of added years that can be granted at age 65 to someone who always worked part-time at 50% is 5 years.

Similarly for someone who has a mix of full and part-time service, the maximum number of added years is subject to application of a ratio reflecting full service history. So someone with 20 years full time service and 15 years part-time service at 50% has a part-time ratio of 78.57% which means that the maximum number of years that can be granted at age 65 is 7.857 years. However an additional caveat applies in that the number of years granted cannot exceed the amount that would have been granted if the individual was always full-time. Therefore in this example the maximum number of years that would be granted at age 65 is 5 added years as the individual’s potential full-time service was 35 years.

#### *Statutory Application*

Academic Staff members appointed to a statutory post prior to 8<sup>th</sup> July 1986 are eligible by virtue of Statute to 7 professional added years at age 60. The years are accrued in the first 10 years of service, so that on the 11<sup>th</sup> year the individual has gained a right to 7 added years at age 60. The years are transferable subject to the number of years being transferred not exceeding one quarter of service (excluding purchased service). There are 44 active scheme members in this category of staff. This category of staff are eligible for 10 professional added years at age 65 as outlined above, the only difference being that abatement for early retirement ceases at 7 professional added years i.e. (up to 7 years at ages 60, 61, and 62, up to 8 years at age 63 and 9 at age 64).