

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
 Director of Human Resources



To: heads of departments and institutions, faculty board chairs,
 departmental administrators, and heads of administration and finance

Ref. EJRA

cc. heads of division, divisional secretaries, Director of Conference of
 Colleges Secretariat, HR Business Partners

14 March 2018

Updated retirement guidance, templates and EJRA forms

The EJRA Review Group that conducted the five-year review of the EJRA Policy recommended that further guidance for managers and staff about retirement and alternatives to post-EJRA employment be developed.

In response, a suite of guidance about retirement for use by both staff (at all grades) and managers is now available online and to download. Additionally, an Honorary Research Agreement template and supporting materials are now available, and may be relevant for some retired staff who are seeking to continue their research in a voluntary capacity.

Revised EJRA application forms have been published online. The Spring 2018 and Autumn 2018 timetables for applications are also available online.

A circular issued on 3 October 2017, [PERS\(17\)05](#), announced the changes to the EJRA that had been confirmed by in votes in Congregation.

1. Action for Departments

Departments are asked to take note of the following updates and changes:

- The extended **suite of retirement guidance for staff and managers** – available at www.admin.ox.ac.uk/personnel/end/retirement/retire-guide/
- The new **Honorary Research Agreement** template and supporting materials – available at www.admin.ox.ac.uk/personnel/end/retirement/honoraryresearchagreement/
- The new **retirement process maps** – available at www.admin.ox.ac.uk/personnel/end/retirement/
- The updated **EJRA extension application forms**, now including separate sets of forms for academic/research staff and professional/management staff – available at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/ejraforma/
- The **timetable for Autumn 2018** EJRA applications – available at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/ejratimetable/
- A reminder regarding the **timetable for Spring 2018** EJRA applications – available at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/ejratimetable/



2. Further information

For further information regarding these updates, please contact Sarah Thonemann (sarah.thonemann@admin.ox.ac.uk) or Meghan Lawson (meghan.lawson@admin.ox.ac.uk).

If you would like to discuss the application of the EJRA Policy in a particular instance, please consult your HR Manager or HR Business Partner in Personnel Services.

Mr Julian Duxfield

*Please see related circular: PERS(17)05
For onward circulation/copy for noticeboards: Yes*