

Police Officer Retire and Return Scheme

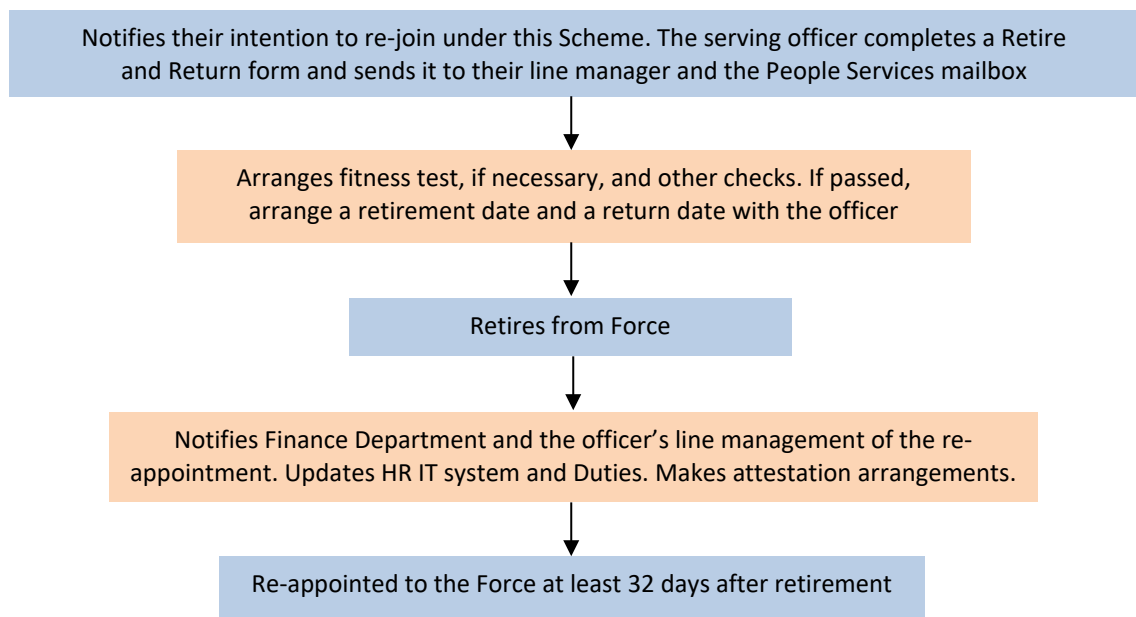
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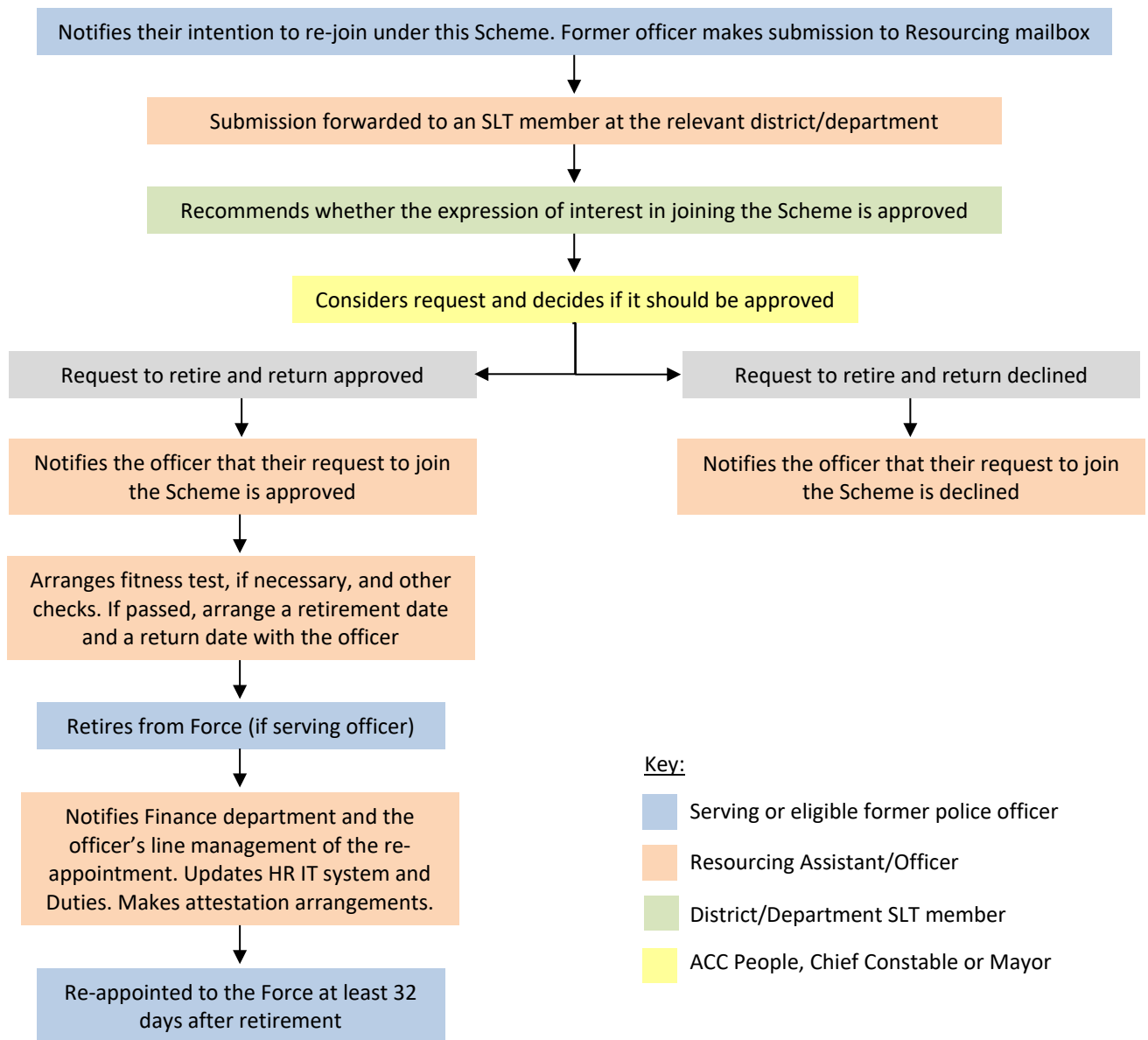
Flowchart (Existing officers)

Key:

- Serving police officer
- People Services Advisor



Flowchart (Officers who have left in the last 12 months)



Policy Statement

Summary

This policy is intended to assist West Yorkshire Police to retain experienced and skilled officers, who are able to retire but wish to continue working. The policy is intended to assist officers who are eligible to retire by providing them with the option of retiring, receiving their pension lump sum (commutation) and returning to the Force.

The policy will assist the organisation to ensure it has the experienced and skilled officers needed to provide the best possible service to the communities of West Yorkshire.

Scope

This policy applies to serving officers up to and including the rank of Chief Constable who are able to retire and who can access their pension benefits.

Officers who have left, and who submit a written expression of interest within a year of leaving, will also be considered under the provisions of this policy.

Each case will be considered on its individual circumstances and merits. The general presumption is towards approval to retain skills, knowledge and experience.

Note: Former officers who seek to re-join, but who left more than 12 months prior to seeking to re-join, will not be covered by this policy. These former officers will be covered under the Recruitment and Selection policy.

Principles

WYP undertaking

To achieve this West Yorkshire Police will:

- Operate a policy to offer officers who meet specific criteria and who have retired, or are intending to retire, from WYP the opportunity to be re-appointed.
 - Put in place a shortened and simplified recruitment procedure for officers who have left within the last 12 months and are seeking to re-join.
 - Monitor and review the scheme as WYP operational circumstances change to ensure that it meets business needs and that it assists the organisation to retain experienced and skilled officers or those who have recently left.
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General

- The policy aims are to ensure that WYP has a mechanism to support operational effectiveness through retaining officers with skills and experience where necessary.

- This policy outlines the process for re-appointing officers who express an interest in re-joining WYP within a year of retiring and accessing their pension benefits.
- This policy is not intended to replace effective succession planning.
- Officers returning under this Scheme must, where possible, provide a minimum of three months' notice stating their intentions prior to retirement.
- Officers re-joining under this policy are required to have a minimum 32 calendar days' break (or one day if over the age of 55 years) between retirement and re-appointment, to avoid potential HMRC taxation issues.
- Officers re-appointed to WYP under this policy will ordinarily re-commence at the same rank as they were at the time of their retirement/leaving. Officers can be appointed to a lower rank. It is not possible under this policy that an officer will retire and return to a higher rank unless they re-join through a relevant selection process. They can be promoted after they have returned in the same way as other serving officers.
- Officers can request to re-join on a different number of hours than those that they worked prior to retirement/leaving, e.g. part time. Officers may request to increase or reduce their working hours when on the scheme.
- Officers reappointed under this policy will be subject to the same UPP and Conduct Regulations and policies as other officers.
- Officers who continue to be deployed in a specialist post following their return on the scheme may subsequently be posted to another role in the WYP area as organisational needs require.
- The policy does not replace Regulations governing:
 - The appointment of police officers;
 - Police Conduct or Performance; and
 - Police Pension Regulations.
- Former officers, who left in the previous 12 months, express an interest in re-joining under this scheme and the decision over whether their expression of interest is approved is entirely at WYP discretion. There is no appeal process if a request is declined.
- Serving officers, who can access their pension, will be able to retire and return on the Scheme provided they meet the eligibility criteria detailed in this policy.
- Unless otherwise stated in this document, all policies apply to people on the Retire and Return Scheme in the same way as for other police officers.
- Serving officers will usually re-join full time in the same role and access their commutation lump sum and have their monthly pension abated. Different abatement arrangements may apply to those re-joining on a part-time basis.
- Former officers who re-join under this scheme will be posted into a role based on business needs. Consideration will be given to how best their skills and experience can be utilised. They may be offered a role at a lower rank, for example if there are no opportunities or vacancies at their former level.

- Officers who retire and return under Scheme, like other re-joining officers, are subject to a six-month probationary period and would be covered under the Police Officer Probation – Regulation 13 policy. Any officers who re-join at a different rank to that which they previously served at prior to retirement are subject to a 12-month probationary period.

Eligibility criteria

- The policy applies to police officers in all ranks.
- Officers must have skills and experience that the organisation wishes to retain/recruit.
- Officers who wish to be re-appointed under this policy may be required to undergo a fitness for role and pension benefits medical examination with Occupational Health (OH) to ensure they are fit for full operational duties.
- Officers will be subject to new vetting, as appropriate.
- Officers who are not in date for their fitness test will be required to undertake and pass the Force fitness test within the three months prior to re-appointment, unless they are on recuperative or adjusted duties and have an exemption from having to pass the fitness test for medical reasons.
- Officers who are subject to the Unsatisfactory Performance Procedure (UPP) or conduct procedures at the time of their application, or when they left, are not eligible to apply under this policy.
- Officers who are in the live period of a misconduct warning, or were when they left, are not eligible for this scheme.

Operating Arrangements

Pay, pension and related matters

- Officers who re-join on the scheme at the same rank and working the same number of hours will be paid the same level of salary rate as they were paid before retirement.
- If an officer re-joins working a lower number of hours, their salary will be decreased proportionately to their new number of working hours per week.

Monthly Pension

- Unless in exceptional circumstances, officers re-appointed under this policy will have their monthly pension benefits abated, i.e. not paid, once fully re-appointed to the Force. ACC People approval is required for a case to be regarded as exceptional.

Pension Scheme

- Police officers who commence under this scheme will be automatically enrolled into the police officer 2015 CARE pension scheme.

- If the officer does not wish to remain in the pension scheme they must elect to opt out of the scheme.
 - Officers are advised to seek independent financial advice about the implications of remaining within, or opting out of, the pension scheme.
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Injury, ill health and death in service benefits

- Officers who commence on this scheme that have decided to:
 - Remain in the pension scheme will have the same entitlement to injury benefit, ill health retirement and death in service benefits as other officers on their pension scheme.
 - Opt out of the pension scheme will have no in service entitlement to injury benefit, ill health retirement or death in service benefits as these payments are linked to current in-service membership of the pension scheme.
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Attestation

- Officers who re-join under the scheme will be attested on appointment, or as soon as possible thereafter.
 - Arrangements for officers to be attested will be facilitated by People Services, or by Resourcing for former officers, who will liaise with the officer as necessary. People Services or Resourcing will also make arrangements for the payment of any charges relating to the officer's attestation to be made.
 - Officers on the scheme will retain their collar number unless this has been re-issued during their retirement. They will be given a new employee number.
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Rent and housing allowance

- Officers that were in receipt of replacement allowance for rent or housing allowance prior to retiring from the police will **not be entitled** to continue receiving the allowance when they re-join under this scheme.
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Retiring from the scheme

- Officers who join the scheme will be required to give a minimum of one month's notice (three months' notice for Chief Officers) if they wish to retire.
 - However, if possible, all officers are asked to give three months' notice of their retirement so that WYP has a greater opportunity to appoint a replacement or establish suitable alternative operating arrangements.
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Pay and leave

- Officers who join the scheme will be:
 - Paid at the same pay scale point as they were on at the time that they retired/left, if they return to the same rank.
 - Paid at a level reflective of their new rank, if re-joining at a different rank. The actual increment point they commence on will be determined individually depending on the circumstances of their case.

- Entitled to any allowance related to their role, as other officers.
- Entitled to the same sickness pay provisions as other officers.
- Given the same number of annual leave days as they received prior to retirement/leaving unless:
 - They return on a different number of hours per week, in which case they will have a pro-rata entitlement; or
 - They return on a lower rank, in which case they will be entitled to the level of annual leave for the rank they return on (in accordance with Police Regulations), based on their previous service.
- Officers are advised, where possible, to retire/leave on the last day of a calendar month and return on the 1st day of a month in order to avoid losing annual leave as only completed months are counted.

**Moves,
applications and
promotions**

- In the same way as other officers, individuals on the scheme may:
 - Apply for different posts, transfers or promotions.
 - Be moved to another role or work location.
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Responsibilities

Police Officers (Serving and Former)

**Serving officer's
responsibilities**

- Serving police officers are responsible for:
- Completing a Retire and Return form and sending it to their line manager and the People Services mailbox. Where possible, this must be done a minimum of three months prior to their actual intended retirement date.
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**Former officer's
responsibilities**

- Former police officers are responsible for:
- Submitting their expression of interest to re-join by contacting Resourcing via email or telephone. The expression of interest, which must include their reasons for seeking to re-join, will then be forwarded to their former district or department and be considered.
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Senior Leadership Team (SLT) Member

Responsibilities

- An SLT member is responsible for:
- Recommending whether the expression of interest from the former officer in joining the scheme is approved or declined.
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Assistant Chief Constable (ACC) People, Chief Constable or Mayor

- Responsibilities**
- For former officers who have left in the previous 12 months, the ACC People is responsible for considering and determining expressions of interest in joining the scheme, from a former officer in a rank up to and including chief superintendent. The Chief Constable will consider and determine expressions of interest from a former ACC and DCC, and the Mayor will consider and determine expressions of interest from a former Chief Constable.
 - In making their decisions, consideration will be given to organisational needs and the requesting officer's skills and experience.
 - They are also responsible for:
 - Notifying the relevant People Services Advisor of their decision; and
 - Determining, in exceptional circumstances, whether an officer on the scheme should receive part of their monthly pension and, if so, deciding how much monthly pension should be paid. Each case will be considered individually.
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People Services

- Responsibilities**
- People Services are responsible for:
- Arranging for a fitness test and other eligibility checks, if and as appropriate;
 - Notifying Pay Section, Force Vetting Unit, RSSS Biometrics, People System Support and the officer's line manager;
 - Notifying the district/department SLT of the outcome;
 - Updating the HR IT system; and
 - Making arrangements for officers to be attested on commencement of the scheme.
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Resourcing

- Responsibilities**
- Resourcing are responsible for:
- Processing expressions of interest in returning from former officers;
 - Liaising with the former officer's district or department for an SLT member to recommend whether approval for the officer to return should be given;
 - Notifying the former officer of the outcome as per the ACC, Chief Constable or Mayor's decision;
 - Notifying the district/department SLT of the outcome as per the decision; and
 - Making necessary arrangements to carry out onboarding process.

Additional Information

Compliance

This policy complies with the following legislation and policy:

- Attendance Management policy
 - Police Regulations 2003
 - Police (Conduct) Regulations 2020
 - Police (Performance) Regulations 2020
 - Unsatisfactory Performance Procedure (UPP)
 - Data Protection Act 2018
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