



Working Together

Policy On Age

September 2008



INVESTOR IN PEOPLE

Policy on Age

Policy Statement

Borders College opposes unlawful discrimination, harassment or victimisation on the grounds of age. Those who are subjected to such behaviour may become unhappy, less productive and demotivated. Borders College will do all it can to promote good practice in this area, with a view to avoiding issues of discrimination arising.

Scope

The policy will cover all employees, job applicants, self-employed people, contract workers and any one who is undertaking education and training as a student at Borders College.

Recruitment and Selection

Decisions about recruitment will be based on the skills required to do the job. Advertisements will be clear about those skills which are essential and the quality of experience required rather than the quantity. Requests for qualifications will indicate that equivalences will be acceptable in case the description of the level required has changed over time.

Selection for interview will be based on the skills and ability of the candidate while interviews will focus on the competence of applicants.

Performance Appraisal

All employees will be treated the same when setting objectives or measuring performance irrespective of their age.

Promotion and Training

Irrespective of age, all staff will be encouraged to participate in staff development and to apply for internal promotion.

Contractual Benefits

The College will continue to reward loyalty and recognise experience by awarding benefits based on length of service. Length of service in excess of the 5 years exempted within the legislation will only be used to fulfil a business need or to maintain the motivation of staff.

Retirement

The normal retirement age for staff at Borders College is 65. The College will however consider requests from staff to continue working beyond their retirement date on an individual basis, taking account of the needs of the College at that time.

Procedure

1. The College will inform the member of staff of his/her retirement age, in writing, at least six months before the intended date of retirement and advise him/her of the right to request to work beyond that date.
2. A member of staff wishing to request working beyond the intended retirement age should make the request in writing at least 3 months before the intended retirement date stating whether he/she wishes to continue to work indefinitely, for a short period or until a certain date. Only one request may be made in relation to each intended retirement date.
3. The College will write to the member of staff either
 - confirming agreement to the request or
 - inviting the member of staff to a meeting to discuss the request. The member of staff has the right to be accompanied at this meeting by a trade union representative or a work colleague

4. The College will write to the member of staff within 10 working days of the meeting either
 - Confirming the request has been accepted, stating the new employment pattern and when the new intended retirement date will be or
 - Confirming that it is still the College's wish that the member of staff should retire either on the original intended retirement date or on an alternative later date: the member of staff will be advised of the right to appeal the College's decision to retire the individual on either the original intended retirement date or on an alternative later date. The member of staff will be advised of the right to be accompanied at this meeting by a trade union representative or work colleague.
5. The College will write to the member of staff within five working days of the meeting either
 - Informing the member of staff that the appeal has been accepted and giving details of the new employment pattern and when the new intended retirement date will be
 - Confirming that it is still the College's wish that the member of staff should retire and give the date that the dismissal is to take effect.
 - This decision will be final

Education and Training

The College will only set age requirements for entry into courses where there is an objective justification for doing so. In all cases supporting evidence will be provided.

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