

# Application Process for Professional Added Years.

The underlying aim of the Professional Added Years Scheme is to provide for the grant of a limited number of added years of notional service for superannuation purposes in cases where the minimum preconditions for appointment to a post are such as to preclude an appointee from acquiring full superannuation entitlements by normal retirement age of 65. The entitlements under the scheme must be assessed by reference to the minimum requirements of the competition for appointment to the post and not by reference to the individual circumstances of the appointee. The following steps outline the application process for professional added years

**Timeline:** The timeline for the award of Professional Added Years can take anywhere from **6 to 18 months** from when the initial application is made.

The timing is dependent upon (i) full and complete information and documentation being made available to the DCU HR Pensions Section and (ii) confirmation from the Department of Public Expenditure and Reform (DPER) regarding the actuarial valuation of retained benefits (which can reduce the initial PAY gross award and (iii) review and approval by the Pensions Section of the Department of Education and Science (DES) regarding the final net PAY Award.

## Step 1 – Confirmation of Retirement

1. Once you have confirmed your decision to retire from the University in writing to the Director of Human Resources, you are eligible to make an application (see Step 2 below) in writing to [pensions@dcu.ie](mailto:pensions@dcu.ie) for professional added years. (An application can only be formally submitted when the applicant has confirmed their retirement from the University).

2. For staff who were employed prior to 1st January 2005, the following schemes apply: [DCU Superannuation \(amendment\) Scheme 1996](#) and/or the [Revised Scheme for Professional Added Years 2004](#)

3. For all new entrants on or after 1st January 2005, the following scheme applies: [Professional Added Years Scheme 2005](#)

## Step 2 – Completion and Submission of Application to HR

4. Once your retirement has been acknowledged and confirmed, you should complete and submit the [PAY Employment History Form](#).

This form should be completed in full and should include details of your employment history prior to and including DCU.

As much information regarding previous employments is required so a complete and accurate assessment regarding your eligibility to professional added years can be undertaken.

5. In addition to the PAY Employment History Form, the following documentation will also be required:

- Copy of the original **Advertisement** for the competition from which you were appointed
- Copy of the original **Job Description** from the Competition from which you were appointed.
- Copy of decision of the **Interview Board** for the competition from which you were appointed.

If you have copies of these documents please include them with your application, otherwise the Pensions Section will undertake an exercise to source these documents. Please note that this may take some time if the documentation has been archived.

### Step 3 – Assessment of Application for Professional Added Years

6. Upon receipt of the application and documentation (outlined in Section 2) , the DCU HR Pensions Section will undertake an assessment of your eligibility to PAY and calculate the initial gross award.

7. Note: Where the applicant has preserved benefits (including social welfare benefits), the DCU HR Pensions Section will forward the relevant details to DPER so that an actuarial valuation of the benefits can be calculated. The initial gross award of Professional Added Years will be reduced in line with the valuation of these benefits (as confirmed by DPER).

8. The initial assessment carried out by the DCU Pensions Section will then be reviewed by an external independent pensions company, the Public Authority Pension Services (PAPS).

9. Upon completion of the external review, the application will then be forwarded to the DES for review and final approval.

### Step 4 – Approval of Professional Added Years

10. Note: With effect from 30th April 2018, all Professional Added Years awards must be approved by the Pensions Section of the Department of Education & Science (DES).

11. The DES decision regarding approval (or otherwise) of the proposed award will be notified to the applicant by the DCU HR Pensions section.

12. Where a staff member does not agree with the outcome they can refer the matter to be dealt with under the [University's Superannuation Disputes Procedure](#). Where an award has not been finalised prior to the applicant's retirement date, any subsequent award will be implemented and backdated accordingly