

UNIVERSITAS NEGERI SURABAYA



Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) RETIREMENT OF EDUCATORS AND EDUCATIONAL PERSONNEL

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	UNIVERSITAS NEGERI SURABAYA
	QUALITY PROCEDURE
	RETIREMENT OF EDUCATORS AND EDUCATIONAL PERSONNEL

1.0. PURPOSE

This procedure is intended as a guideline for the retirement of educators and educational personnel in the Unesa environment.

2.0. SCOPE

This procedure describes the implementation of the proposed retirement process starting from notification to educators and education personnel who reach BUP to receiving the UNESA employee Pension Decree, honorably dismissal without pension rights, retirement at own request (APS), pension of widows / widowers and extension of BUP for Professor.

3.0. REFERENCES

- 3.1. Law No. 8 of 1974 in conjunction with Law No. 43 of 1999
- 3.2. ASN Law no. 5 of 2014 concerning ASN
- 3.3. Government Regulation No. 32 of 1979
- 3.4. Head of BKN Circular No. : 04 / SE / 1980 of 1980
- 3.5. Law No.14 of 2005
- 3.6. Law No.12 of 2012
- 3.7. PP No. 11 of 2017 concerning ASN
- 3.8. Rector Regulation No.3 of 2020 concerning Unesa's Internal Quality Assurance System

1.0. DEFINITION

- 1.1. BUP is the retirement age limit for civil servants, namely 58 years for administrative staff, 60 years for Primary High Leaders, 60 years for supervisory, junior, pratama functional positions, 65 years for main functional positions, 65 years for educators and 70 years for professors. .
- 1.2. PNS Early BUP, namely 50 years for employees with a work period of 20 years.
- 1.3. ASN is the State Civil Apparatus
- 1.4. APS is Upon Your Own Request

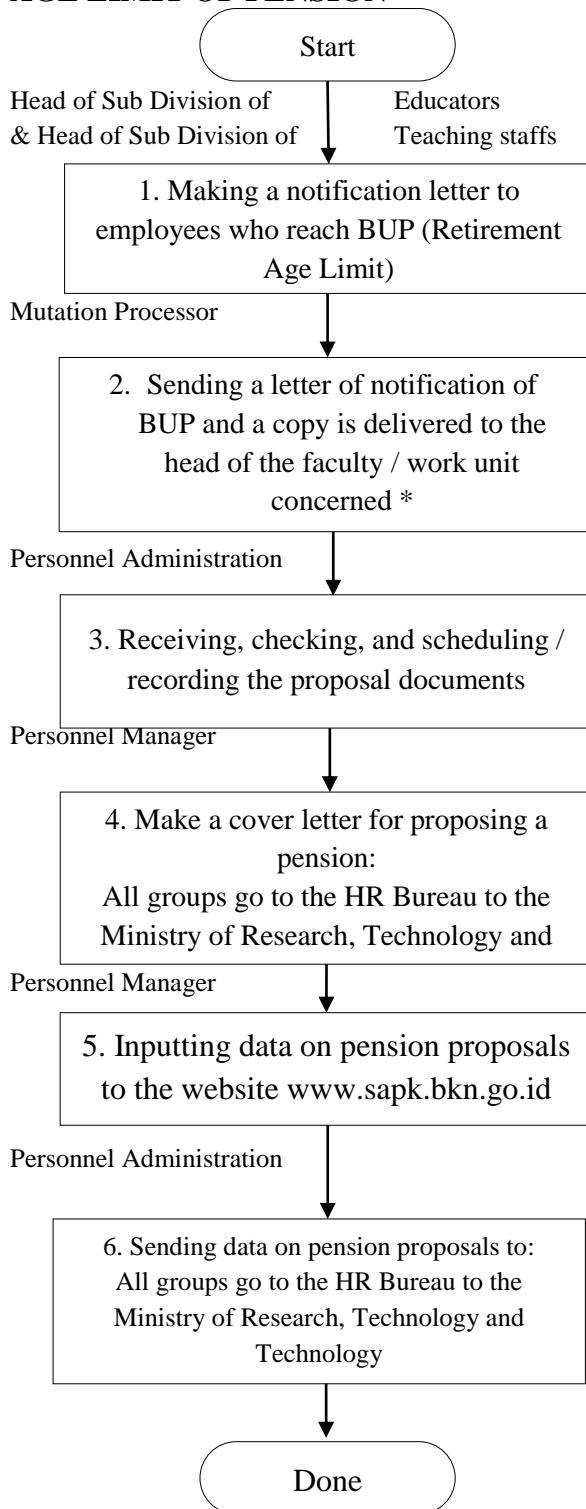
2.0. PROVISIONS

- 2.1. Educators and education personnel retire right at the retirement age limit.
- 2.2. Pension at own request (APS) with the following requirements:

- a. Minimum age 50 years
 - b. The work period of min. 20 years
 - c. The application at his own request is submitted by the person concerned to the
Head of the Faculty / work unit
 - d. The submission requirements are the same as the BUP
- 2.3. Pension Widows / Widowers must attach a death certificate
- 2.4. The summons were made 2 times with a span of 7 working days

3.0. PROCEDURE DETAIL

3.1. THE PROCESS OF MANAGING PENSION OF CIVIL SERVANTS AT THE AGE LIMIT OF PENSION

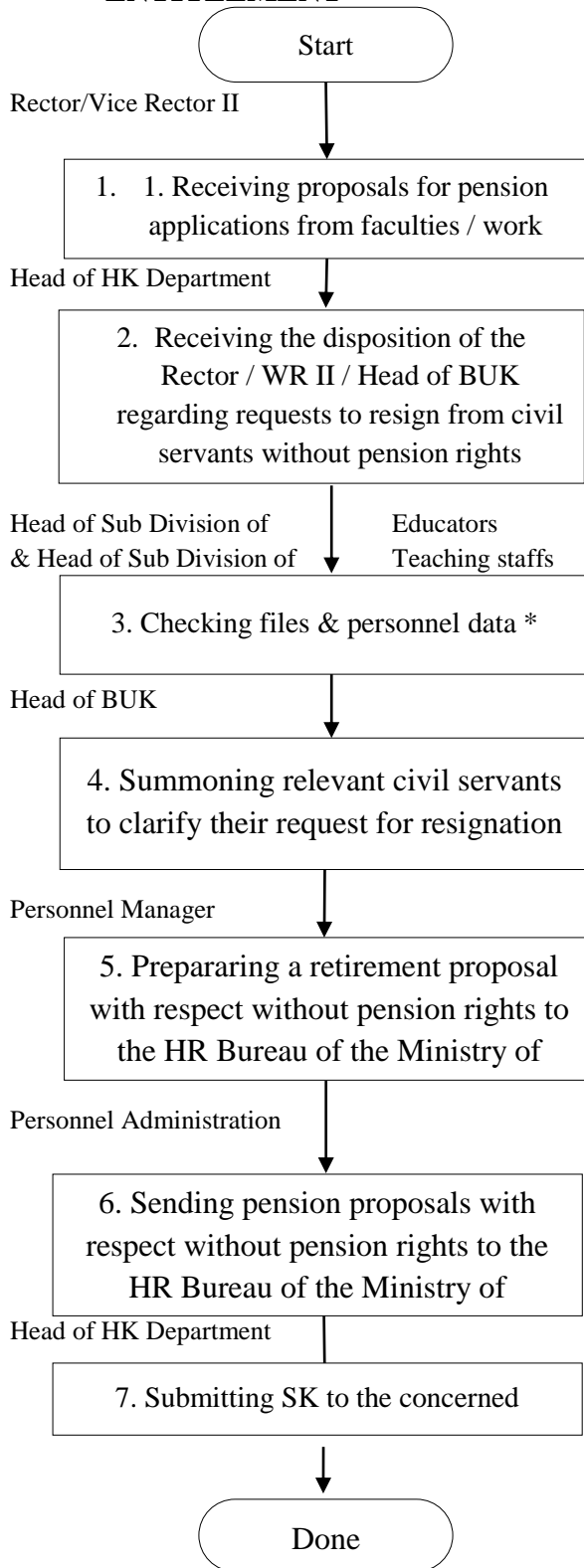


* 2. 14 months before reaching BUP

* 3. Files that must be completed include:

- Photocopy of legalized CPNS SK
- Copy of last legal rank SK
- Photocopy of SKP for the last 2 years legalized
- Color photograph 3x4 cm in size
- Copy of KK (Family Card)
- Photocopy of Karpeg, Karis / Karsu ', legalized NIP conversion
- Photocopy of last position decree (for certain educators & functional staff) legalized
- Photocopy of Marriage Certificate
- Photocopy of child's birth certificate (for those who are still on the salary list)
- A pension application letter

3.1. HONORIFIC DISMISSAL PROCESS WITHOUT PENSION ENTITLEMENT



* 3. File

- 1st and 2nd summons from the work unit
- Peer testimony suket
- Legal considerations for suspected disciplinary violations
- Report on the imposition of disciplinary punishment from the direct superior
- Employee attendance list
- Salary dismissal letter
- Staffing files

4.0. RECORDING LIST

- 4.1. Retirement proposal files
- 4.2. Receipts / receipts from BKN and the Ministry of Research and Technology's HR Bureau
- 4.3. BUP notification letter
- 4.4. Cover Letter for Pension Proposals
- 4.5. Pension decree files

5.0. NOTE OF CHANGES

- REV.0, 25 October 2012: Documents starting from scratch (no changes)
- REV.01, 20 September 2017, Change of title, process flow, job title
- REV.02, 6 March 2020, name and title, process flow, terms, files