

LOCAL AUTHORITIES PENSION PLAN ADMINISTRATION

Background

For eligible support staff, the Division participates in a multi-employer defined benefit pension plan, the Local Authorities Pension Plan (LAPP). The Division understands that the employer plays an integral role in the retirement process. A pension is a major financial asset and employees who are eligible members need to carefully consider their needs and circumstances to ensure they make a decision that is right for them. The guiding principles that outline the Division's participation in the Local Authorities Pension Plan are presented below.

Scope

The guidelines in this Administrative Procedure apply to eligible support staff only. Certificated staff are not eligible for participation in LAPP.

Guidelines

1. Pension Eligibility

- 1.1. Pension contributions are mandatory for all support staff working thirty (30) hours or more per week, until December 31 in the year the employee turns seventy-one (71).
- 1.2. Pension contributions are optional, based on the employee's choice, for all support staff working twenty (20) hours or more but less than thirty (30) hours per week, until December 31 in the year the employee turns seventy-one (71).
- 1.3. Employees will commence eligibility after completing 6 months of employment with the Division, which is defined as the probationary period for all employee groups.
- 1.4. The probationary period of 6 months is waived if the employee was a participating member in LAPP or a similar reciprocal plan, with a previous employer. In this case, an eligible employee will commence participation in the pension plan upon starting employment.
- 1.5. Temporary Employees, with a specific end date of employment, are not eligible for participation in LAPP.

2. Definition of a Pension Service Year

- 2.1. A Pension Service Year is different from a School Operational Year. It is defined for all eligible support staff as January 1 to December 31, in any given year.

3. Pensionable Service

3.1. Pensionable Service for eligible support staff is established for a position or group of positions, using base units as an expression of a value for full-time employment. The Division has used "**annual hours**" as the base unit for all eligible position groups as follows:

- 3.1.1. 10 Month CUPE staff (6 hour day) – 1,200 hours per year
- 3.1.2. 12 Month CUPE staff (6 hour day) – 1,560 hours per year
- 3.1.3. 10 Month UNIFOR staff (6.5 hour day) – 1,300 hours per year
- 3.1.4. 12 Month UNIFOR staff (6.5 hour day) – 1,690 hours per year
- 3.1.5. 10 Month Out-of-Scope staff (7 hour day) – 1,400 hours per year
- 3.1.6. 12 Month Out-of-Scope staff (7 hour day) – 1,820 hours per year
- 3.1.7. 10 Month Maintenance staff (7.5 hour day) – 1,500 hours per year
- 3.1.8. 12 Month Maintenance staff (7.5 hour day) – 1,950 hours per year

4. Administration of Pension during Leave Periods

- 4.1. Leave without Salary – eligible support staff who have Non Contributory Leaves may choose to buy back this service by April 30th of the following year by written commitment to the board. These leaves include Long Term Disability, the unpaid portion of Maternity, Paternity, and/or any other unpaid leave.
- 4.2. Workers Compensation – Pension service credits and contributions are based on 100% of the salary the eligible support staff would have earned had they not been injured, during periods of approved total temporary disability.
- 4.3. Deferred Salary Plan – Contributions continue while a member is deferring part of his/her salary, based on 100% of the pre-deferred salary. The period where the member is receiving the deferred salary payment is considered a Leave without Salary and is treated as in 4.1.

5. Pensionable Salary

- 5.1. The Division treats all "Acting Pay" as Pensionable amounts.

References:

AP 404, 406, 407, 408, 409
Public Sector Pension Act

Implementation Date: May 31, 2017