

**TITLE: Local Authorities Pension Plan Membership**  
(Relates to EL - A1: Treatment of Staff)  
(Relates to EL – A2: Compensation & Benefits)

**POLICY STATEMENT:**

There will be a 12 month waiting period (less any previous period of employment with the college) for eligible employees to participate in the Local Authorities Pension Plan. The waiting period is waived if the employee has participated in the Local Authorities Pension Plan with another employer and there is less than a six month break in service. Once registered in the plan, employees may choose to buy back the waiting period.

Participation in the plan and the associated employer and employee contributions must be continued during the SUB period of a maternity leave and during any period that an employee is on Long Term Disability. Participation is voluntary during leaves of any other type and the college will continue to pay the employer contribution for up to 12 months. Beyond 12 months, employees who choose to participate must pay the full contribution cost (i.e. both the employer and the employee portion).

**PURPOSE:** To ensure that membership in the Local Authorities Pension Plan is applied fairly and equitably in accordance with pension legislation.

**SCOPE: MEMBERSHIP ELIGIBILITY GUIDELINES:**

- 1) Membership is mandatory for all full-time and part-time, permanent employees working at least 30 hours per week.
- 2) Voluntary membership is available to permanent part-time members of CUPE and AUPE who work 17.5 or more hours and less than 30 hours per week. If the employee chooses to opt out of the program, they may choose to join the plan at a later date, if the terms of their employment contract change (e.g. move from .5 FTE to .8 FTE).
- 3) Voluntary membership is available to sessional faculty. If the employee chooses to opt out of the program, they may choose to join the plan under a subsequent sessional contract.
- 4) A) Membership is not available to full-time and part-time term employees with a defined contract end date (except sessional faculty as in 3) above).  
  
B) If a term employee is subsequently employed in a pension eligible position, the employee may choose to buy back time spent in the term position(s).

**PROCEDURE:**

1. The Administrative Officer for Benefits informs employees of their eligibility status at the time of hire and contacts them when membership is to begin.
2. If membership is voluntary, the Administrative Officer for Benefits contacts the employee when they are eligible to begin membership and assists them in their decision by providing access to the member handbook and discussing the implications of their choice with them. The Officer also provides contact information for the APA Corporation.
3. For employees holding multiple positions, the Administrative Officer for Benefits reviews each position separately for membership eligibility. If both of the two positions meet the eligibility guidelines, the pensionable hours are combined.
4. a) When an employee chooses to buy back the waiting period (within 5 years), the college will pay the employer portion of the cost for the member's eligible period.
5. b) When an employee chooses to buy back past service in a non-eligible position with the employer, the employee is responsible for the full contribution cost (i.e. both employer and employee portions).

**RESPONSIBILITY:** Vice President of Human Resources

Consultation for Review: FARDC, CUPE, AUPE

Policy Review Date: May, 2008

**EFFECTIVE DATE:** May 1, 2007

Revised Date: