

LOCAL AUTHORITIES PENSION PLAN

Background

The Division believes that where possible employees are to have access to a pension plan. It is recognized that for some staffing groups this is not possible due to the employment contracts and eligibility requirements for permanent, continuous employment.

This Administrative Procedure applies to all staff that qualify as a participant in the Local Authorities Pension Plan (LAPP).

Contribution rates are as set out by the Alberta Pensions Service. The Division's contribution rate is one percent (1%) more than the qualifying employee's contribution rate. The employee acknowledges that pensionable earnings is on pay received from the employee's regular salary. The Division affirms that pay for overtime hours, extra hours worked and expense claims are not pensionable, therefore no pension contributions will be made on those types of pay.

Where the Administrative Procedure refers to full-time or part-time, it shall be the definition of full-time or part-time as outlined under LAPP guidelines and may be subject to LAPP guidance.

Definitions

Full-time employment is thirty (30) or more hours per week.

Part-time employment is fourteen (14) or more hours but fewer than thirty (30) hours per week.

Normal Working Year is no longer than September 1 to August 31 and for staff working in schools is September 1 to June 30 or as defined in the School Year Calendar operational / instructional days.

Instructional days are days when staff are in attendance and students are in school.

Operational days are days when staff are in attendance, but students are not in school.

Procedures

1. Beginning Employment

1.1 For all staff that qualify for coverage under LAPP guidelines and this Administrative Procedure, employees will not have LAPP offered in the first year of employment, which is considered the probationary term.

1.1.1 After the probationary year, the employee may purchase the LAPP probationary year; and the employee may buy the employee's portion of the year as per LAPP guidelines. The employer is responsible for the employer's portion where required under LAPP guidelines.

1.1.2 If the employee is an executive staff member, the employee must be a participant in LAPP with the Division at the date of hire, subject to LAPP guidelines and this Administrative Procedure.

1.2 If the employee was a participant in LAPP, or where there is a reciprocal agreement with another pension plan, immediately prior to employment with the Division, the employee must be a participant with LAPP with the Division, subject to LAPP guidelines and this Administrative Procedure.

2. Leave of Absence

2.1 Non-contributory or deferred leave

2.1.1 Employees who request a leave of absence or who experience loss of pay days will not participate in LAPP during the entire length of their leave days.

2.1.2 the employee may be entitled to buy back their leave or loss of pay days, subject to LAPP guidelines.

2.1.3 in such an event, the employer will pay the employer's share of the leave up to one (1) year of time (life allotment with the employer), or as per LAPP guidelines if shorter.

3. Apprenticeship Training

3.1 During an approved leave of absence where the employee is participating in apprenticeship training, enrolment in LAPP is continued. In such instances, the employee and employer each pay their respective share of the LAPP contributions.

4. Staff Participation in LAPP

4.1 Full-Time Management and Coordinator Contracts/ Non-Union Support Staff/ CUPE Local 4839 Support Staff Schedule 1, Schedule 2 and Schedule 3 Employees

4.1.1 Participation in LAPP is mandatory and a condition of employment for continuous employees in these categories who qualify for LAPP.

4.1.2 Employees working less than thirty (30) hours per week but equal to or more than fourteen (14) hours per week may participate in LAPP by requesting, in writing, to HR to commence participation in the Plan.

4.1.3 If the employee wishes to purchase prior service at a later date after having initially waived it, the employee will be required to pay the full cost (actuarial reserve).

4.1.4 Employees working less than fourteen (14) hours per week may not participate in LAPP. In the event the employee begins working more than fourteen (14) hours per week and the employee wishes to purchase back prior years worked, the employee will be required to pay both the employer and employee portions of the premiums due for the prior service.

4.1.5 Rehired employees who meet the criteria for mandatory participation in LAPP or employees who are working in a qualifying position for LAPP and who have one or more years of service with the Division commence LAPP contributions when the employee's f.t.e. is increased to 0.86 or greater. For this purpose,

service as a casual support staff or spare bus driver does not qualify as prior service.

4.2 Non-Participating Positions

4.2.1 Participation in LAPP will not be offered to casual support staff, regular bus drivers, spare bus drivers, temporary employees.

4.2.2 Employees who are receiving a monthly pension from the LAPP cannot participate in LAPP with the Division when hired or rehired in a qualifying position.

5. Pensionable Service

5.1 One (1) year of pensionable service is as defined by LAPP.

Adopted/Revised: JUN 2016/NOV 2019/OCT 2020/JAN 2022

Reference: Section 52, 53, 68, 222 Education Act
Employment Standards Code
Labour Relations Code
Section 248L, Canada Tax Act
Labour Relations Code
Canada Income Tax Regulation 6801
Local Authorities Pension Plan Regulation
Collective Agreements
Employment Practices and Procedures for Professional Support Staff Under Individual Contract