

## **ADMINISTRATIVE PROCEDURE 463**

### **LOCAL AUTHORITIES PENSION PLAN**

#### **Background**

The School Division makes provision for eligible employees to participate in the Local Authorities Pension Plan (LAPP). Eligibility for qualified participants will be applied fairly and equitably, in accordance with pension legislation.

#### **Procedures**

1. Participation in the LAPP will be based on the following eligibility criteria:
  - a. Classes of employees eligible to participate in the LAPP are those non-teaching employees who are not members of the Alberta Teacher Retirement Fund and belong to the eligible classes of maintenance personnel (not including the maintenance secretary), supervisory staff, Executive Assistant to the Board, and Executive Assistant to the Secretary-Treasurer.
  - b. Participation in LAPP is mandatory for all eligible employees whose scheduled hours of work are 30 hours per week or greater.
  - c. Eligible classes of employees whose scheduled hours of work are less than 30 hours per week or who are considered a substitute, temporary, casual or term appointed employee are not eligible to participate in LAPP. Bullet 3 is the exception.
  - d. Employees who receive a monthly pension from LAPP based on their previous participation cannot rejoin LAPP.
2. Employees eligible to participate in LAPP will start contributing into LAPP upon completion of their probationary period. The probationary period is one (1) year for all eligible classes of employees.
  - a. Service is calculated based on the number of hours considered to be full-time service for each employee group, as follows:
    - i. Central Office 37.5 hours per week
    - ii. Transportation 40 hours per week
    - iii. Maintenance 40 hours per week
3. Once employees have been enrolled, they remain members until they leave employment. A temporary drop in hours would not allow for the re-determination of an employee's membership, unless they move to non-participating or below the minimum threshold. The minimum threshold for participation is 14 hours/week. If a participating employee's role drops below that level, they must be terminated from the plan.
4. Employee gross basic pay is considered pensionable. Acting pay is also considered pensionable. The following is not considered pensionable: overtime pay, taxable

benefits, expense allowance, vacation pay paid in a lump sum, bonus pay and stand-by hours.

5. Employees can purchase additional service in order to increase their retirement payments or reduce their retirement date. Types of service include the probationary period, any unpaid leave of absence, or any other work for an employer who was registered with LAPP, but where contributions were not required to be paid. If interested in purchasing any kind of service, please contact the payroll department.
6. Before commencing a pension, a plan member must terminate his or her employment with his or her employer plan or move to a position that does not require participation.
7. LAPP pensioners may recommence work for a LAPP employer and their pension will not be suspended no matter when the work commences or how long the work continues. Pensioners will continue to receive their pensions even if re-employed by their previous employer. They cannot re-join LAPP to earn additional pensionable service. Any non-LAPP pensioner employed by a LAPP employer is subject to the current LAPP pension eligibility rules.
8. All other LAPP participation guidelines are as set out by the LAPP.

Reference:

Employment Standards Code  
Section 248L, Canada Tax Act  
Canada Income Tax Regulation 6801  
Local Authorities Pension Plan Regulation

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