

LOCAL AUTHORITIES PENSION PLAN (LAPP)

Background

The Division offers Local Authorities Pension Plan (LAPP) to all eligible support staff. Participating employers of LAPP are required to have an adopted policy or administrative procedure stating eligibility.

Procedures

1. Groups of employees eligible to participate in LAPP are those non-teaching staff members who are not members of the Alberta Teachers' Retirement Fund (ATRF).
2. Eligible employees, including ten-month school year staff, who work 14 hours or more per week, are eligible to participate in LAPP. Participation in LAPP is mandatory for twelve-month employees who work 30 hours or more per week. Participation in LAPP is optional for employees who work less than 30 hours per week or for ten-month employees.
3. Employees working less than 14 hours a week are not eligible to participate in LAPP.
4. Ten-month eligible employees shall be entitled to a full year of pensionable service providing they work all scheduled workdays for their employment group.
5. Employees who work less than full-time hours per week shall have their pensionable service prorated based on their hours worked in relation to the scheduled workdays and hours for a full-time employee in their employment group.
6. Employees who were eligible and enrolled under LAPP, but had their hours reduced by the employer, or employees who, of their own choice, reduce their hours to a level which makes them ineligible for LAPP under this administrative procedure shall adhere to the regulations of this administrative procedure and shall be ineligible for continued participation in LAPP.
7. Employees who work in temporary positions will not be eligible to participate in LAPP. A temporary position for determining eligibility in LAPP includes substitute, casual, fixed term and temporary positions. If an employee in this category becomes continuous, the employer will not be liable for the employer contributions for this prior service if the employee chooses to purchase it.
8. Eligible employees who are serving the probationary period of employment are eligible to participate in LAPP upon successful completion of the probationary period. Members may purchase periods of probationary service as buyback periods. If a member elects to purchase a period of probationary service within five years of becoming a member of the Plan and while still employed with that employer, the employer would be responsible to pay

the employer's share of the contributions and interest for the period, providing that the member pays their share of the contributions plus interest.

9. 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.

10. Pensionable service shall be earned as follows:

<u>Employee Group</u>	<u>Time required to earn one year of pensionable service</u>
School Support Staff:	
Education Assistants:	6 hours per day for all scheduled workdays, as defined each year by the Division
All Other Positions:	7 hours per day for all scheduled workdays, as defined each year by the Division
Custodial Staff:	8 hours per day for all workdays in the year
Facilities and Operations Staff:	8 hours per day for all workdays in the year
Professional Support Staff:	
12-month positions:	7 hours per day for all workdays in the year
10-month positions:	7 hours per day for all Teacher Days scheduled in the Division's school year calendar
Division Office Administrative Staff:	
12-month positions:	between 7 hours to 8 hours per day, depending on the hour requirement for the specific position, for all workdays in the year
10-month positions:	7 hours per day for all workdays, excluding those days during the months of July and August

11. Pensionable salary will be calculated addressing the following pay types:

11.1 Included in pensionable salary:

- 11.1.1 Payments for regularly scheduled hours of work
- 11.1.2 Payments for additional hours worked that are not eligible for overtime
- 11.1.3 Vacation pay (excluding lump-sum payments)
- 11.1.4 Shift Premium
- 11.1.5 Acting Pay
- 11.1.6 Allowance

11.2 Not included as pensionable salary:

- 11.2.1 Overtime payments
- 11.2.2 Taxable benefits
- 11.2.3 Variable payments
 - 11.2.3.1 retirement bonuses
 - 11.2.3.2 severance pay
 - 11.2.3.3 lump-sum vacation payouts

12. All eligible employees will sign an enrolment form indicating either “enrolling in LAPP” or “not enrolling in LAPP”. Once an eligible employee has opted to participate in LAPP, the selection cannot be changed.
13. A twelve-month, part-time employee who has opted not to participate in LAPP, will subsequently be required to participate should employment increase to 30 or more hours per week.
14. All other LAPP participation guidelines are as set out by the Alberta Pension Services.

Reference: Section 33, 52, 53, 68, 222 Education Act
Local Authorities Pension Plan Employer Guide

Form: 444-1 LAPP Enrolment