

LOCAL AUTHORITIES PENSION PLAN (LAPP) EMPLOYER POLICY

Background

As per LAPP rules, employers are required to have a written policy in place to be provided to LAPP administrators upon request. The external auditor also requires a copy of this policy each year. An established policy is also beneficial for division staff who administer this pension plan.

Procedures

1. Eligible support staff will have access to the Local Authorities Pension Plan. Once an employee joins the plan, he/she must continue to participate until employment ends.
2. Participating Employee Groups at Medicine Hat Catholic Board of Education for purposes of the Plan are limited to include: Secretary Treasurer, Assistant Secretary Treasurer, Custodial Staff, Maintenance staff, School Secretaries, and Central Office Staff including Information Technology staff.
3. All permanent employees in the above groups must participate in the plan if they work a minimum of 14 hours per week, 728 hours per year.
4. Temporary part-time and temporary full-time employees will not be offered membership.
5. The probationary or waiting period to be served is a minimum of 6 months and a maximum of 12 months, when it pertains to eligibility for participation in the plan. This may vary depending on the occupational group/class that an employee belongs to. The length of the waiting period will be referenced in the offer of employment.
6. Proven service with another local authority will count towards completion of the probationary period if any break in employment between the former and the current employer is less than one working day.
7. Prior to January 1, 2016, School Secretaries that participate in the plan earn pro-rated service, normally less than one year, based on their school-based schedule. For example, a secretary working 205 days per year earns approximately .83 years of service each year.
8. Effective January 1, 2016, School Secretaries that participate in the plan earn service based on their FTE (Full-Time Equivalent) for the year. One year of pensionable service requires a minimum of 205 full days worked.



9. A secretary working 1.0 FTE for 205 or more days per year earns 1.00 year of service. A secretary working .50 FTE for 205 days or more per year earns .50 years of service.
10. The employee will be informed of their membership status at the time of hire.

Reference: CUPE Local 829 – collective agreement, clause 27, page 15
Central Office Support Staff Handbook – #6 Local Authorities Pension Plan (LAPP) p.7
School Based Support Staff Handbook - #6.2 Local Authorities Pension Plan (LAPP)
Secretary Group p.9
LAPP E-guide - membership

