

# EDMONTON

## ADMINISTRATIVE PROCEDURE



### TITLE

**LOCAL AUTHORITIES PENSION PLAN - PARTICIPATION**

### NUMBER

**A1119C**

### DEPARTMENT

**FINANCIAL AND CORPORATE SERVICES**

### DELEGATED AUTHORITY

**BRANCH MANAGER – HUMAN RESOURCES**

### CONTACT

**DIRECTOR – EMPLOYEE SERVICE CENTRE**

### DEFINITIONS

### DATE

**FEBRUARY 26, 2016**

Act - Public Sector Pension Plans Act

Amalgamated Transit Union (ATU) 569 Payment – Lump sum payment received in lieu of coffee breaks, lunch and rest periods and performance reviews

ATU 569 - Amalgamated Transit Union 569 (Main and DATS)

Base Rate of Pay – Payment for the performance of the regular duties of employment

CSU 52 – Civil Service Union 52

CUPE 30 – Canadian Union of Public Employees Local 30

EFFU – Edmonton Fire Fighters' Union

Eligible Employee – Any employee, except one to whom the Special Forces Pension Plan is applicable, who is expected to accrue pensionable service under the Local Authorities Pension Plan

Employee, Full-Time Permanent or Probationary - Any Eligible Employee who has full-time permanent or probationary status with the City and is working the number of hours to satisfy their full-time equivalent as defined in the applicable Collective Agreement or Directive

Employee, Part-Time Permanent or Probationary - Any Eligible Employee who has part-time permanent or probationary status with the City and is working less than the number of hours to satisfy their full-time equivalent as defined in the appropriate Collective Agreement or Directive but is working more than twenty (20) hours per week

Employee, Non-Permanent - An employee who does not have permanent or probationary status with the City

First Year of Service - The aggregate total of the first twelve (12) calendar months of any service with the City and/or any service, immediately preceding the current service with the City, (not even 1 work day without Local Authorities Pension Plan participation) with another employer who participates in the Local Authorities Pension Plan

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THE CITY OF  
**Edmonton**

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IBEW 1007 – International Brotherhood of Electrical Workers Local 1007

OOS – Out of Scope Employees

Pension Contributions - Contributions prescribed by Regulations pursuant to Schedule I of the Act

Pension Plan - The Local Authorities Pension Plan established under Schedule I of the Public Sector Pension Plans, Chapter P-30.7 and Regulations made therein

Pensionable Salary - Earnings that pension contributions are based on. The City of Edmonton includes the following pay types:

ATU 569 Payments

Base rate of pay

Relieving/Acting Pay

Secondment Pay

Service Pay

Reporting Pay

Tunnel Differential

Pensionable Service - Service for which contributions are made to the Pension Plan in accordance with the Regulations

Regulations - Regulations made pursuant to Schedule I of the Act, and will include the terms and conditions prescribed by the Supplementary Pension Plans

Relieving Acting Pay – Pay for performance of duties at a higher level than those which would normally be assigned the position for which the employee is employed on a regular basis

Reporting Pay – Pay when an employee is advised that a full day of work cannot be provided on a specific day, employee reports for work but is sent home before engaging in work or is instructed not to report to work

Secondment Pay – Pay for a management initiated assignment within or outside the employee's normal business unit for a specified period of time

Service Pay – Pay for completing years of service as a City of Edmonton employee as defined in the Collective Agreement

Supplementary Pension Plans - are the City of Edmonton Fire Fighters' Pension Plan, established under City Bylaw No. 4325 and as amended from time-to-time, and The City of Edmonton Fire Chiefs Supplementary Pension Plan for Employees in the Position of Fire Chief or Deputy Fire Chief, established under City Bylaw No. 9617 and as amended from time-to-time, and any additional pension plan, which may be established under bylaw by the City for the benefit of its employees

Tunnel Differential – Premium pay provided for hours spent working in subterranean tunnels

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**TITLE****LOCAL AUTHORITIES PENSION PLAN - PARTICIPATION****NUMBER****A1119C****DATE****FEBRUARY 26, 2016****PROCEDURES AND GUIDELINES****Participation Eligibility**

Participation in the Pension Plan shall, at all times, be governed by the Act and Regulations.

All full-time permanent or probationary employees and part-time permanent or probationary employees, except those to whom the Special Forces Pension Plan is applicable are required to participate.

Full-Time Permanent or Probationary Employees, and Part-Time Permanent or Probationary Employees, except those to whom the Special Forces Pension Plan is applicable, will participate in the Pension Plan upon completion of their First Year of Service with the following exceptions:

- a) Full-Time Permanent or Probationary Employees, and Part-Time Permanent or Probationary Employees to whom the Supplementary Pension Plans are applicable shall participate in the Pension Plan from the date of employment.
- b) Full-Time Permanent or Probationary Employees, and Part-Time Permanent or Probationary Employees who, upon employment by the City, undertake to transfer service, of any duration, with a body with whom the Pension Plan maintains a Reciprocal Transfer Agreement, into the Pension Plan, shall participate in the Pension Plan from the date of employment by the City.
- c) Full-Time Permanent or Probationary Employees, and Part-Time Permanent or Probationary Employees who, upon employment by the City, have previous City employment of one (1) calendar year or more of service, shall participate in the Pension Plan from the date of employment by the City. Those having previous City employment of less than one (1) calendar year shall participate at such time that their aggregate City service equals one calendar year.
- d) Full-Time Permanent or Probationary Employees, and Part Time Permanent or Probationary Employees who, upon employment by the City, have terminated employment with another employer participating in the Pension Plan immediately prior to commencing City employment (not even one work day without Pension Plan participation), and have one (1) year of pensionable service or more shall participate in the Pension Plan from the date of employment by the City. Where the pensionable service is less than one (1) year, the employee shall participate after the combined previous pensionable service plus City employment total one (1) calendar year of service.

When a Full-Time Permanent or Probationary Employee, or a Part-Time Permanent or Probationary Employee who is a member of the Pension Plan becomes a Part-Time Permanent or Probationary Employee who works less than twenty (20) hours per week, that employee's participation as an active contributor to the Pension Plan will cease at that date.

A Non-Permanent Employee that commenced employment with the City prior to 1997 or commenced employment as a permanent employee and later transferred to a non permanent employee status prior to January 1, 2013 who previously participated in the Pension Plan or who is currently participating in the Pension Plan may participate in the Pension Plan in the future, subject to the Public Sector Pension Plans Act and Regulations made pursuant to Schedule I of the Act, provided that:

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- a) the employee has Local Authorities Pension Plan contributions left on deposit pertaining to the immediately preceding period of employment with the City and
- b) the employee will be rendering service on a regular basis and working no less than thirty (30) hours per week during any period of re-employment.

A Non-Permanent Employee that commenced employment with the City prior to 1997 or commenced employment as a permanent employee and later transferred to a non permanent employee status prior to January 1, 2013 takes a refund of Pension Contributions upon termination of employment with the City, the employee will not be eligible to participate in the Pension Plan in the future in a Non-Permanent Employee status.

A Non-Permanent Employee that commences employment with the City after December 31, 2012 will not be eligible to participate in the Pension Plan.

Questions about eligibility should be directed to the Employee Service Centre.

### **Purchasing Prior Service**

#### **First Year of Service**

An employee who is not eligible to participate in the Pension Plan immediately upon commencement of employment with the City and who during the first year of service was a Permanent or Probationary Employee may later apply to purchase the First Year of Service for pension purposes.

If the employee arranges to purchase the First Year of Service for pension purposes prior to the fifth (5th) anniversary of the employee's entry into the Pension Plan, the City will contribute the employer's share for the portion of the First Year of Service which was with the City and for which the employee had Permanent or Probationary status. If the purchase of the First Year of Service is deferred beyond this five (5) year period, the employee will be required to pay all required contributions.

#### **Leave of Absence Without Pay**

A period of leave without pay may be purchased as pensionable service provided that:

- a) the employee was contributing to the Pension Plan immediately prior to the commencement of the leave without pay, and
- b) the employee has purchased less than the maximum period of leave without pay as pensionable service subject to the provisions of the Pension Plan, and
- c) the employee has at least one (1) day of paid employment (including paid vacation) after the period of leave without pay prior to termination with the City, and
- d) the purchase is made in accordance with all time requirements as required by the provisions of the Pension Plan and the Supplementary Pension Plans.

The City will contribute the employer's share of the first year of leave without pay purchased under the Pension Plan. Costs associated with all other periods of eligible prior service applied for will be paid by the employee only.

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**TITLE****LOCAL AUTHORITIES PENSION PLAN - PARTICIPATION****NUMBER****A1119C****DATE****FEBRUARY 26, 2016****Prior Service as a Non-Permanent Employee**

Prior service as a non-permanent employee may be purchased once an employee is a participating member of the Plan. The City does not contribute towards the cost of such service.

Questions about eligibility and applications to purchase prior service should be directed to the Employee Service Centre.

**Leave of Absence With Pay**

Long Term Disability -The City has an approved Long Term Disability Insurance (LTDI) plan with LAPP. This requires an employee or former employee who is in receipt of LTDI benefits to have his/her pensionable service, salary and contributions calculated as if the employee was actively at work.

**Employees hired on Employment Agreement or in Specific Term positions**

An employee hired on an Employment Agreement into a permanent full-time or permanent part-time position and where the Employment Agreement terms specifically include a provision for pension participation shall participate in the Pension Plan.

**Pensionable Service Determination**

Full-Time members with active service for the entirety of all pay-periods in a 26 pay period year or all pay periods in a 27 pay period year will be credited one (1.0000) year of pensionable service. Members not active for the entire year will receive pensionable service adjusted proportionally. For example, a member that has worked 18.3 pay periods will receive 18.3 divided by 26 pay periods equaling 0.7038 years of service reported for pension purposes.

Full-time equivalency for part-time employees is calculated by multiplying the standard daily hours for the job code by 10 (days in a bi-weekly pay period) and multiplying by 26 or 27 (bi-weekly pay periods per year) as applicable.

Part-time service will be reported as a portion of the full-time equivalency hours. For example, an employee who requires 1,755 hours to equal 1 year of service and who has worked 1,150 hours would have 0.6553 years of service reported for pension purposes.

Union	Standard Daily Hours based on Job Code	Full-Time Equivalency Hours to Equal 1 Year of Pensionable Service in a 26 Pay Period Year
CSU 52, OOS	6.75	1,755.0
CSU 52 Library	7.00	1,820.0
Management, OOS	7.38	1,918.8
ATU 569, EFFU	7.50	1,950.0
EFFU	7.75	2,015.0
CSU 52, CUPE 30, IBEW 1007, ATU 569, EFFU, OOS	8.00	2,080.0
EFFU	8.40	2,184.0