



GRANDE PRAIRIE REGIONAL COLLEGE

PARTICIPATION IN THE LOCAL AUTHORITIES PENSION PLAN

POLICY

1. All full-time continuing and annual employees will participate in the pension plan following any necessary probationary period.
2. Full-time sessional/term-certain employees will not participate except when immediately prior to the full-time sessional/term-certain appointment, the employee has been employed on a full-time continuing or annual basis for the previous three consecutive years.
3. Academic Staff Members initially hired on sessional appointments and later receive retroactive annual appointments will not participate in the pension plan until they have established continuing employment status.
4. Academic Staff Members on part-time tenured appointments will participate in the pension plan, following any necessary probationary period.
5. Effective September 1, 1994, Employees' Association Members on part-time continuing appointments, working between 17.5 and 29 hours per week, will have the option of participating in the pension plan, following any necessary probationary period. If employees choose to opt out of participation, they will be required to sign a waiver form. Once the waiver form is signed, they will not be eligible to participate as long as they remain part-time continuing employees of Grande Prairie Regional College. As per the Local Authorities Pension Plan regulations, employees working 30 hours or more per week, on a continuous basis, must participate in the plan.
6. Effective July 1, 2003, Employees' Association Members on full-time, recurring term-certain appointments will have the option of participating in the pension plan after 24 months of service (full-time = not less than 30 hours per week). If employees choose to opt out of participation, they will be required to sign a waiver form. Once the waiver form is signed, they will not be eligible to participate as long as they remain full-time, recurring term-certain employees of Grande Prairie Regional College. As per the Local Authorities Pension Plan regulations, employees working 30 hours or more per week, on a continuous basis, must participate in the plan.
7. A Plan participant who will be on unpaid leave cannot contribute to the Local Authorities Pension Plan while on leave. However, this leave can be purchased when Alberta Pensions Administration provides him/her with a costing for pensionable service lost while on leave. The amount, with interest, would require payment by the date noted on the costing.

If the leave spans two or more service years (service year = January to December), he/she may defer payment until the "Payment Due Date for the last reported portion of the leave. The employer reports each service year covered by the spanned leave at the end of each year. If payment is deferred, the first portion(s) of the leave must be re-costed to include interest.

If the employee does not return to work for the College at the end of the leave, the leave would be considered non-pensionable and the employee would never be able to buy back the leave.

The College would pay employer contributions on the first 12 months only. The employer's liability is reduced by any previous leave without pay periods where the College or a former employer paid the employer share of contributions.

Once the College has paid the maximum 12 months' employer contributions, the employee would be responsible for both employee and employer contributions. As stated previously, if the individual does not return to work for the College, the leave would be non-pensionable and he/she will never be able to buy back the leave.

Any changes in Local Authorities Pension Plan regulations will supercede the information provided in #6 of this Policy.

Approved by the Board of Governors
August 31, 1987

Revised and Approved by the President
August 12, 1994

Revised and Approved by the Board of Governors
August 28, 1995

Revised by Human Resources
December 14, 1997

Revised by Human Resources
December 20, 1999

Revised by Human Resources
July 1, 2003



**GRANDE PRAIRIE REGIONAL COLLEGE
WAIVER FROM PARTICIPATION IN
THE LOCAL AUTHORITIES PENSION PLAN
EMPLOYEES' ASSOCIATION MEMBERS ON
PART-TIME CONTINUING APPOINTMENTS**

I, _____, as an Employees' Association Member on a part-time continuing appointment, working between 17.5 and 29 hours per week, hereby waive participation in the Local Authorities Pension Plan.

I understand that, by signing this waiver, I will not be entitled to participate in the pension plan as long as I remain a part-time continuing employee of Grande Prairie Regional College. In addition, I acknowledge that the Local Authorities Pension Plan benefits have been explained to me prior to signing this waiver.

Signature

Date

Approved by the President
August 12, 1994



**GRANDE PRAIRIE REGIONAL COLLEGE
WAIVER FROM PARTICIPATION IN
THE LOCAL AUTHORITIES PENSION PLAN
EMPLOYEES' ASSOCIATION MEMBERS ON
FULL-TIME, RECURRING TERM-CERTAIN APPOINTMENTS**

I, _____, as an Employees' Association Member on a full-time, recurring term-certain appointment, hereby waive participation in the Local Authorities Pension Plan.

I understand that, by signing this waiver, I will not be entitled to participate in the pension plan as long as I remain a full-time, recurring term-certain employee of Grande Prairie Regional College. In addition, I acknowledge that the Local Authorities Pension Plan benefits have been explained to me prior to signing this waiver.

Signature

Date

July 1, 2003