

## ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Local Authorities Pension Plan

PER #10

Reviewed: February 2023

### Background

The Board's Policy on [Compensation and Benefits for Non-teaching Staff](#) states "... the Superintendent will establish for each school year remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement."

### Procedures

1. All qualifying staff (excluding regular members of the ATA) must participate in the Local Authorities Pension Plan.
2. Eligible employees must participate in the pension plan after one (1) year of full-time (defined for pension purposes as a minimum of 1152 hours per year) employment.
  - 2.1. Eligible employees must participate in the pension plan after one (1) year of employment defined for pension purposes as an average of thirty (30) or more hours per week of employment, or minimum of 1152 hours per year. Senior administration staff shall be eligible to participate in the pension plan upon commencement with the Division.
  - 2.2. Eligible ten (10) month employees must participate in the pension plan after one (1) year of employment defined for pension purposes as a minimum of 1152 planned hours per year.
3. Employees who have been participating in the Local Authorities Pension Plan through Christ The Redeemer Catholic (CTR) School Division and have experienced a reduction in hours to less than thirty (30) hours per week shall continue to participate providing they are working at least fourteen (14) hours per week. The Service Year shall be calculated at the reduced FTE.
4. Employees who have been participating in the Local Authorities Pension Plan and have their annual hours reduced to less than 1152, but have at minimum 538, may continue to participate in the plan. Service Years shall be calculated at the reduced FTE.
5. Service provided by full and part-time temporary employees shall be considered for pension purposes should the employee become full-time. In other words if a part-time employee was moved to full-time status, and while working part-time they had accumulated service totaling at least one (1) year of full-time service they shall be eligible for the pension plan upon commencement as a full-time employee.
6. Any employee who requests the transfer of pensionable service of any duration under a reciprocal agreement is not subject to a probationary period and contributions must start from the day they commence employment with CTR Catholic.
7. An employee may, within five (5) years of the date participation in the plan began, purchase the one (1) year waiting period per the procedures outlined by LAPP.

8. Eligible employees who experience a leave without pay for a minimum of 40 consecutive working hours within a given period shall be eligible to buy back their pensionable service for the length of their leave (during the calendar year). This includes unpaid absences such as short-term illness/injury, short-term personal leave, etc.
9. Eligible employees who experience a leave without pay due to Extended Disability, Extended Personal Leave, Maternity Leave or WCB Leave shall automatically be eligible to buy back their pensionable service for the length of their leave (during the calendar year).