

POLICY NO:	PE 015
POLICY TITLE:	LOCAL AUTHORITIES PENSION PLAN
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	52-09-97 (September 1997)
REVISION DATE:	15-04-02 (April 2002)
REVIEW DATE:	

Policy:

County Council has mandatory enrolment in the Local Authorities Pension Plan for employees who meet the requirements as stipulated under each category.

Full-time employees under Local Authorities Membership rules means the employee regularly works not fewer than thirty (30) hours per week over the period deemed by the County to be a normal working year.

The following classes of employees have been approved, effective April 1, 1962, for enrolment in the pension plan:

Accounting/Clerical

Administrative

Foreman

Inspection

Supervisory

Technical

Guidelines:

For the purpose of this policy, the following will define those employees eligible for participation in the Pension Plan.

1. Permanent Full-Time - Employees working fully prescribed hours (30 or more) on a twelve (12) month basis **will** enrol in the plan
2. Permanent Part-Time - Employees classified within this category **will not** be (working 20 hours or more per week) eligible to enrol in the Pension Plan unless they work thirty (30) or more hours per week over a twelve (12) month period (Motion 16-7-96)
3. Permanent Part-Time - Employees classified within this category **will not** be (working 20 hours or less per week) eligible to enrol in the Pension Plan.

4. Permanent Seasonal - Employees classified within this category **will not** be eligible to enrol in the Pension Plan **unless** they fall under one of the approved classes **and** work at least nine (9) months each year (LAP rule)
5. Casual - Employees classified within this category **will not** be eligible to enrol in the Pension Plan
6. Temporary - Employees classified within this category **will not** be eligible to enrol in the Pension Plan
7. Temporary Term Employees- Employees classified within this category **will not** be eligible to enrol in the Pension Plan

Procedure:

All new employees eligible for enrolment in the Pension Plan must serve a minimum three (3) month probation period. Upon successful completion of the probation period, stated in the employee's Letter of Acceptance, the new employee will be enrolled in the Pension Plan.

New employees will be required to supply acceptable evidence of date of birth to the payroll department. Employees with a different surname than that registered on a birth certificate will be required to provide acceptable documents of name change. Acceptable documents are those referred to in the employer's manual.

For the purpose of establishing pensionable service for employees under this policy, the base unit will be **PAY PERIODS** per reporting year. The County of Vermilion River has established twelve (12) pay periods per reporting year.

The County has had their Long Term Disability Plan, through the Alberta Municipal Employee Benefits Service, registered and approved by Local Authorities Pension. Should an employee go on Long Term Disability benefits, they will be required to continue remitting contributions while on disability benefits. The County will also be required to contribute the employer portion while the employee is on Long Term Disability.