

LAPP PARTICIPATION POLICY			
Effective Date	February 25, 2021	Policy Type	Administrative
Responsibility	Director, Human Resources	Cross-Reference	<ol style="list-style-type: none"> <li>1. Administrative Group Terms and Conditions of Employment</li> <li>2. ASA Collective Agreement</li> <li>3. AUPE Collective Agreement</li> <li>4. EA Collective Agreement</li> <li>5. Employment Pension Plans Act (EPPA)</li> <li>6. LAPP Members Handbook</li> <li>7. Local Authorities Pension Plan</li> </ol>
Approver	Board of Governors	Review Schedule	Appendix 1 – Quick Reference Eligibility Chart

**1. Policy Statement**

1.1. Northwestern Polytechnic (NWP) is committed to ensure employees eligible to participate in the Local Authorities Pension Plan (LAPP) are enrolled in the plan and that the plan is administered in accordance with the applicable Employment Pensions Plan Act (EPPA) Legislation and LAPP Plan rules.

**2. Scope**

2.1. This policy provides information for the following NWP employee class groups regarding eligibility for participation in LAPP. The policy will also identify the additional types of salary that will be pensionable.

- 2.1.1. Administrative Group
- 2.1.2. Academic Staff Association (ASA)
- 2.1.3. Alberta Union of Provincial Employees (AUPE)
- 2.1.4. Employees’ Association (EA)
- 2.1.5. President

**3. Purpose**

3.1. All LAPP participating employers shall provide a copy of their LAPP Participation Policy to LAPP in support that the employer is participating in the LAPP according to participation rules set out in the LAPP Plan Text and the EPPA or the ACT of Alberta.

**4. Definitions**

- 4.1. **“Eligibility”** means employees fall into three main categories that determine their eligibility. Mandatory membership, voluntary membership/membership according to employer policy and excluded from membership.
- 4.2. **“Excluded from Membership”** means employees who cannot participate in the plan and are not to be registered as per LAPP regulations and/or according to this employer policy as applicable.
- 4.3. **“Mandatory Membership”** applies to full-time permanent employees working thirty (30) hours or more, with no fixed end date or event that has been established for the end of the employment, except those who are specifically excluded from membership as per LAPP. LAPP probationary period not to exceed one (1) year of service all prior service with NWP will be applied.

- 4.4. **"Probationary Period"** means a condition of service before participation in the pension plan can occur that an employee must complete with the employer before they become eligible to participate in LAPP. All prior service with NWP will be applied. Not to be confused with probationary definitions outlined in employee group respective Terms and Conditions of Employment or Collective Agreement.
- 4.5. **"Service Year"** is specified by NWP as per our annual pay period cycle from January to December. This is the year for which members' pensionable service is reported by the employer and cannot exceed one (1) year.
- 4.6. **"Voluntary Membership"** is defined as membership according to employer policy. LAPP membership is at the discretion of the employer for non-continuous employees. The Employee has the option to opt in or out, once an employee opts out they cannot opt back in as long as they remain in a voluntary membership position. Minimum hours per week and probationary period are set by the employer and can exceed the mandatory membership maximum set by LAPP as per Clause 4.3.

### 5. Pensionable Salary

The following types of pay are pensionable as per LAPP Regulations and NWP LAPP Participation Policy:

- 5.1. Gross basic pay for the performance of the regular duties of employment. This would include lump sums that permanently increase the gross basic pay, provided the pay:
- 5.1.1. Relates to the performance of regular duties;
  - 5.1.2. is not subject to manipulation on an individual basis; and
  - 5.1.3. is paid to all staff within a class or group.
- 5.2. Acting pay e.g. Interim role and/or stipends.

### 6. Eligibility

#### 6.1. Mandatory Membership

Employees occupying mandatory membership positions will commence LAPP participation on the date of eligibility.

- 6.1.1. All full-time permanent employees under the participating classes of: Administrative Group, AUPE and EA will participate in LAPP following the pension plan probationary period set at one (1) year of service with NWP.
- 6.1.2. All full-time tenured and tenure track employees under the participating class of ASA will participate in LAPP, following the pension plan probationary period set at ten (10) months of service with NWP.

ASA members on a full-time tenured contract reduced to part-time due to medical circumstances will continue to participate in the plan.

- 6.1.3. The President of NWP will participate in LAPP, following the pension plan probationary period set at one (1) year of service with NWP or earlier as per negotiated in their contract.

## 6.2. Voluntary Membership

Employees occupying voluntary membership positions will have the option of participating in LAPP and will have ninety (90) days from date of eligibility to inform the employer, in writing, of their intent to join the pension plan. Pension commencement will begin the first (1<sup>st</sup>) of the month following notification to the employer. Members who chose not to participate are required to sign a waiver form. Upon signing the waiver, the employee will not be eligible to participate for as long as they remain in a voluntary membership eligibility status as outlined in this policy.

6.2.1. AUPE members on a part-time permanent appointment working between seventeen-point five (17.5) and twenty-nine (29) hours per week will be eligible to participate in LAPP following the pension plan probationary period set at one (1) year of service with NWP. Members must initiate the request for enrollment in LAPP to the employer.

6.2.2. Administrative Group and EA members on a part-time permanent appointment working between seventeen-point five (17.5) and twenty-nine (29) hours per week will have the option to participate in LAPP following the pension plan probationary period set at one (1) year of service with NWP.

6.2.3. EA members on a full-time recurring term-certain appointment working no less than thirty (30) hours per week will have the option to participate in LAPP pension plan following twenty-four (24) months of service with NWP.

## 6.3. Excluded from Membership

Employees hired on a non-permanent basis and/or permanent basis that do not meet eligibility requirements for mandatory or voluntary participation. This includes all employees hired on permanent part-time, casual, sessional, special project, temporary, or term-certain appointments with a defined contract end date.

## 6.4. Employment Status Change

6.4.1. A LAPP participating member who transfers to a new position on a temporary basis and will be returning to their previous LAPP eligible position will continue to participate in LAPP for the term of the temporary position. The member must be on an approved leave from their permanent position for the duration of the temporary position. The appointment must be more than seventeen-point five (17.5) hours per week in order to continue to participate in LAPP.

6.4.2. When a change to the terms of your employment occurs, it may affect your participation in LAPP. If you are unsure of how a change will affect participation, please contact [humanresources@NWP.ab.ca](mailto:humanresources@NWP.ab.ca)

## 6.5. Ceasing Active Membership

6.5.1. Once an employee is participating in LAPP under either a mandatory or voluntary membership position, the employee must continue participating until their termination, retirement, the end of the year in which they turn seventy-one (71), or they transfer to a position that is excluded from membership as per this policy.

**Guiding Principles**

**6.6. Leaves**

- 6.6.1. A plan participant who will be on leave without salary cannot contribute to LAPP while on leave. However, this leave can be purchased when Alberta Pensions Services provides the member with a costing for pensionable service lost while on leave. The amount, with interest, would require payment by the date noted on the costing.
- 6.6.2. If the leave spans two (2) or more "Service Years", member 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.
- 6.6.3. NWP would pay employer contributions on the first twelve (12) months only for members on leave without salary. The employer's liability is reduced by any previous leave without pay periods where NWP or a former employer paid the employer share of contributions.
- 6.6.4. Once the maximum twelve (12) months' employer contributions has been paid for the member on leave without salary, the member would be responsible for both employee and employer contributions.
- 6.6.5. In the event the member does not return to work for NWP at the end of a qualifying leave or returns to employment but terminates shortly thereafter, the member must purchase the leave within payment due date parameters set in the leave costing service documents. This period may be purchased as pensionable service on an actuarial reserve basis.

**6.7. Receiving Pension**

- 6.7.1. The LAPP Member Handbook provides a detailed description of the plan benefits. You can obtain a copy from Human Resources or print a copy from the LAPP website at [www.lapp.ca](http://www.lapp.ca)

**7. Roles and Responsibilities**

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"> <li>• Approve and formally support this policy.</li> </ul>
Executive Council	<ul style="list-style-type: none"> <li>• Review and formally support this policy.</li> </ul>
Payroll Officer	<ul style="list-style-type: none"> <li>• Verify LAPP commencement date, remit contributions,</li> <li>• Year-end reporting, LAPP terminations.</li> <li>• Supply auditor's information as per compliance monitoring process.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Inform employees of eligibility upon hire, LAPP Enrollment</li> <li>• Retirement application submission</li> <li>• Prepare and submit transfers and buyback requests</li> </ul>
Director, Human Resources	<ul style="list-style-type: none"> <li>• Ensure policy is fairly and equitably applied</li> <li>• Ensure policy applications are in accordance with pension legislation.</li> <li>• Update policy as needed</li> </ul>
LAPP Members	<ul style="list-style-type: none"> <li>• Seek information regarding the Pension Plan and Retirement</li> <li>• Register online with APS <a href="http://www.lapp.ca">www.lapp.ca</a></li> <li>• Provide and Update personal information to APS</li> </ul>

**8. Exceptions to the Policy**

8.1. Any changes in Local Authorities Pension Plan Regulations will supersede the information provided in this policy.

**9. Inquiries**

9.1. For information regarding your LAPP eligibility, please contact Human Resources.

**10. Amendments (Revision History)**

Amendments to this policy will be published from time to time and circulated to the NWP Community.

- 10.1. 1987/08/31: Approved by the Board of Governors
- 10.2. 1994/08/12: Revised and Approved by the President
- 10.3. 1995/08/28: Revised and Approved by the Board of Governors
- 10.4. 1997/12/14: Revised by Human Resources
- 10.5. 1999/12/20: Revised by Human Resources
- 10.6. 2003/07/01: Revised by Human Resources
- 10.7. 2021/02/25: Revised and Approved by the Board of Governors

Appendix 1 – Quick Reference Eligibility Chart

	<i>Group / Appointment Type</i>	<i>LAPP Commencement Date</i>
<p><b>Mandatory Membership</b></p> <p><i>All Full-time permanent employees working 30 plus hours per week.</i></p> <p><i>Part-time permanent members remain mandatory if they were full-time permanent and participating LAPP Pension Plan members and full-time hours reduced due to medical reasons. (no less than 17.5 hours or .5 fte)</i></p> <p><i>Probationary periods do not apply when LAPP Regulation has deemed the employee exempt.</i></p>	<p><u>Admin Group</u> Full-time permanent</p>	Commences upon completion of pension plan probation period. (1 year of service)
	<p><u>AUPE</u> Full-time permanent</p>	Commences upon completion of pension plan probation period. (1 year of service)
	<p><u>ASA</u> Full-time annual (<i>Tenure Track</i>) Full-time continuing (<i>Tenure Track</i>) Full-time tenured</p>	Commences upon completion of pension plan probation period. (10 months of service)
	<p><u>EA</u> Full-time permanent</p>	Commences upon completion of pension plan probation period. (1 year of service)
	<p><u>President</u></p>	Commences upon completion of pension plan probation period. (1 year of service or earlier as per negotiated in contract)
<p><b>Voluntary Membership</b> (membership according to employer policy)</p> <p><i>Employees eligible for Voluntary Membership have 90 days to notify GPRC of decision; contributions will start the 1<sup>st</sup> of the month following notification to employer.</i></p> <p><i>Disclaimer: An employee who opts out of LAPP participation is required to sign a waiver and they will not be eligible to participate as long as they remain in a voluntary membership employment position within GPRC.</i></p>	<p><u>Admin Group</u> Part-time permanent (17.5 – 29 hours per week)</p>	Option to participate upon completion of pension plan probation period. (1 year of service)
	<p><u>AUPE</u> Part-time permanent (17.5 – 29 hours per week)</p>	Member must request to participate once eligible. Option to participate upon completion of pension plan probation period. (1 year of service)
	<p><u>EA</u> Recurring full-time term-certain (30 plus hours per week)</p> <p>Part-time Permanent (17.5 – 29 hours per week)</p>	Option to participate upon completion of 24 months of service
<p><b>Excluded from Membership</b></p> <p><i>Employees hired on temporary basis with a predetermined contract end date regardless of the number of hours worked per week.</i></p> <p><i>Exceptions:</i></p> <p><i>A GPRC employee participating in LAPP pension plan and on an approved leave or temporary transfer to a position excluded from eligibility will remain mandatory provided they are returning to their permanent position.</i></p> <p><i>(Work no less than 17.5 hours or .5 fte or, Meets voluntary membership eligibility)</i></p>	<p><u>Admin</u> Term-certain Temporary</p>	n/a
	<p><u>ASA</u> Full-time sessional Part-time sessional</p>	n/a
	<p><u>EA</u> Term-certain Temporary</p>	n/a
	<p><u>AUPE</u> Casual Recurring Temporary</p>	n/a

<sup>i</sup> Effective as of September 1, 1994

<sup>ii</sup> Effective July 1, 2003