

VULCAN COUNTY POLICY NO. 12-3142	Local Authority Pension Plan (LAPP) POLICY
Effective: August 3, 2016	Amended: August 13, 2025
Cross Reference: MTN 2016-08-21 CC 2017-09-13-15 CC 2025-08-13-15	Page 1 of 4
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LOCAL AUTHORITY PENSION PLAN (LAPP) POLICY

PURPOSE

The guidelines set out in this policy ensure employees entitled to benefits of the Local Authorities Pension Plan (LAPP) are enrolled according to plan membership requirements and Vulcan County is compliant with all mandatory membership criteria.

Vulcan County participates in the Local Authorities Pension Plan, which is administered by Alberta Pensions Services. The Local Authorities Pension Plan is a defined benefit plan that both eligible employees and Vulcan County as the employer contribute to. Contribution rates are set by the Local Authorities Pension Plan Board of Trustees and reviewed at least every three years.

1. MEMBERSHIP:

1.1 Membership Eligibility:

- 1.1.1. All eligible employees shall be registered immediately in the Local Authorities Pension Plan (LAPP). Eligible employees include:
 - a. Participation in LAPP is mandatory for all Full-Time Continuous positions. "Full-Time Continuous" employment is considered to be at thirty (30) or more regular scheduled hours per week on a continuous basis with no end date specified in the offer of employment.
 - b. Participation in LAPP will be optional for Part-Time Continuous positions. "Part-Time Continuous" employment is considered to be for employees who work less than thirty (30) hours per week but are fourteen (14) or more regular scheduled hours per week on a continuous basis with no end date specified in the offer of employment.
- 1.1.2. Vulcan County shall register all employees who work full-time hours on a term or temporary contract (where there is an end date or event specified in the contract) and the contract is for a term of more than two (2) years.

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- 1.1.3. Upon registering a member, Vulcan County will provide new members with access to a copy of this Policy and to a copy of the 'Member Handbook'. Alberta Pensions Services will send the member a "Welcome Package" which will provide the employee with further details on plan membership.
- 1.1.4. Once employees have been enrolled, they remain members until they leave employment. A temporary drop in hours would not allow for the re-determination of an employee's membership, unless they move to non-participation.

1.2 Excluded Membership:

- 1.2.1. Term, seasonal, casual, or part-time employees unless they meet the Membership Eligibility criteria above.
 - a. Term Employee: shall mean an employee, whether working full or part-time hours appointed to a position with a specified conclusion date and the position is not seasonal in nature (i.e. not a partial-year period repeated each year).
 - b. Seasonal Employee: shall mean any employee who is filling a defined annual seasonal position requiring less than a full year but of regular employment at full-time or part-time hours.
 - c. Casual Employee: shall mean any employee who is filling an established temporary position.
- 1.2.2. All employees who reach 71 years of age by the end of the calendar year.
- 1.2.3. All employees currently receiving a monthly pension from LAPP.
- 1.2.4. Elected Officials.

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2. GENERAL INFORMATION:

2.1.1. Members are encouraged to register for secure access to personalized pension benefit information by activating their accounts on-line on the LAPP website (<https://www.lapp.ca>).

2.1.2. “Pensionable Salary” refers to an employee’s gross basic pay for the performance of regular duties plus any acting pay an employee may receive while covering for another employee during their absence.

For more information on LAPP contributions and benefits, employees are encouraged to review the official LAPP guidelines.

2.1.3. “Pensionable Service” refers to the number of years of eligible and qualifying employment.

2.1.4. A “Service Year” will be the period from the first pay day of the year and ending with the last pay day of the year. Pensionable Service will be calculated using regularly scheduled weekly work hours multiplied by 52 weeks. The established full-time equivalent base hours to determine an employee’s yearly pensionable service of 1.000 year is as follows:

Hours worked per week	Annual Base Hours
37.5	1950
40.0	2080
40.0 winter/44.0 summer	2262 *

** The value for the “40.0 winter/44.0 summer” will fluctuate from year to year depending upon the budget, spring start date and fall finish date but will never fall below 2080 for these employees.*

Employees should consult the Payroll & Benefits Administrator to confirm the applicable Full-Time Equivalent (FTE) for their position.

2.1.5. “Buyback Service” – Vulcan County will allow members to “buy back” service following an unpaid leave of absence or maternity leave at the request of the member. Members also have the option to continue paying contributions while on leave without salary (contributory) or to defer payment until the leave ends (non-contributory).

a. The County is responsible for paying the employer share of contributions on the first year of Leave Without Salary or Parenting Leave Without Salary purchased by a member. This applies to both contributory and non-contributory leaves purchased on a contribution cost basis.

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- b. Under no circumstances will Vulcan County contribute to the purchase of prior service earned at another employer and being purchased during employment with Vulcan County.

3. RE-EMPLOYMENT OF PENSIONERS

- 3.1.1. Members who retire must terminate (includes termination of all benefits) the employment relationship for a period of not less than 30 calendar days before being re-employed. Pensioners will continue to receive their pensions even if re-employed but cannot re-join LAPP to earn additional pensionable service.

4. REFERENCES

Legislative: N/A

County Policies: Policy 12-3120 – Personnel Policy

Further information and details about your plan membership are available from:

- a) Payroll & Benefits Administrator
- b) LAPP directly at: 1-877-649-5277 E-mail: memberservices@lapp.ca
LAPP website: www.lapp.ca