



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.

MEMBERSHIP:

Mandatory Membership:

1. Employees shall be registered immediately in the Local Authorities Pension Plan upon appointment to a full-time continuous position. "Full-Time Continuous" employment is considered to be at least 30 regular scheduled hours per week on a continuous basis with no end date specified in the offer of employment.
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
3. Upon registering a member, Vulcan County will provide new members with a copy of this policy and 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.

VULCAN COUNTY POLICY NO. 12-3142

Effective: August 3, 2016

Cross Reference: MTN 2016-08-21

Amended: MTN CC 2017-09-13-15

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Excluded Membership:

1. 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 (ie. not a partial-year period repeated each year).
2. 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.
3. Casual Employee: shall mean any employee who is filling an established temporary position.
4. Part-time, Permanent Employee: shall mean an employee whose regularly scheduled hours of work are less than 30 hours per week.
5. All employees who reach 71 years of age by the end of the year.
6. All employees currently receiving a monthly pension from LAPP.

GENERAL INFORMATION:

1. Members are encouraged to register for secure access to personalized pension benefit information by activating their accounts on-line at: mypensionplan.ca
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.
3. LAPP's "vesting period" is two years from enrollment:
 - a) If you end your employment with the Vulcan County and have not accumulated two years of LAPP membership from all LAPP employers, you are not eligible to receive a pension. APS' Member Services Centre will mail out a Termination Statement directly to the member listing options that are available for disbursement of funds.
 - b) If you end your employment with the Vulcan County after two years of LAPP membership, you are eligible to receive a pension at retirement. APS' Member Services Centre will mail out a Termination Statement - Estimate directly to the member with a listing of options and explanation of benefits.

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

5. 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 hours as the base unit. The established full-time equivalent base units 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 winter/44 summer	2200

6. “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.

Re-employment of Pensioners

1. Members who retire must terminate (includes termination of all benefits) the employment relationship for a period of 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.

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

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