

## **1.0 POLICY STATEMENT**

- 1.1 MacEwan University provides eligible employees with access to a pension plan.

## **2.0 PURPOSE**

- 2.1 To define eligibility for pension participation by employees of MacEwan University where it is not defined by the Local Authorities Pension Plan (LAPP).
- 2.2 To support the University's belief that a pension plan is a key element in attracting and retaining excellent employees.

## **3.0 APPLICABILITY**

- 3.1 This policy applies to all MacEwan University employees.

## **4.0 DEFINITIONS**

### **Acting**

A temporary assignment to assume the full responsibilities of a higher classification.

### **Continuing Employee**

An employee that has been appointed to a full or part time position on an ongoing basis.

### **Employment Status**

The type of employment determined by whether the position is:

- temporary or permanent;
- full or part time; and
- the number of regularly scheduled hours if the employee is not full time.

### **Nurse Educator**

A Grant MacEwan University Faculty Association (GMUFA) member as defined in the Collective Agreement in place between the MacEwan University Board of Governors and the GMUFA.

### **Recurring Term Employee**

A MacEwan Staff Association member as defined in the Collective Agreement in place between the MacEwan University Board of Governors and the MacEwan Staff Association.

### **Senior Administrator**

The president, vice-presidents, the vice-provost, deans, associate deans, and associate vice-presidents.

## **5.0 POLICY ELEMENTS**

- 5.1 An employee is not eligible to participate in LAPP unless specifically noted in this policy.
- 5.2 Contributions to LAPP are governed by plan rules.

### 5.3 Compulsory Participation

- 5.3.1 According to the LAPP rules of eligibility, all Continuing Employees working 30 hours per week or more in their position must participate in the LAPP plan as of their first day of employment.
- 5.3.2 An employee's participation in LAPP continues unless there is a change in employment status that would affect eligibility for pension participation.
- 5.3.3 Where a Continuing Employee accepts a temporary assignment or term position and the employee and their manager agree that the employee will return to their continuing position upon completion of the temporary assignment there will be no change in the employee's pension eligibility.
- 5.3.4 Earnings for Acting appointments are pensionable.

### 5.4 Voluntary Participation

- 5.4.1 The following groups are eligible for voluntary participation in LAPP.
- Continuing employees working 17.5 hours per week or more but fewer than 30 hours per week in their position
  - Nurse Educators
  - Recurring Term Employees
  - Senior Administrators, when employed under a fixed term contract
- 5.4.2 Where participation is voluntary, and an employee has chosen to participate in LAPP, they must continue to participate until their employment ends or they become ineligible due to a change in Employment Status.
- 5.4.3 Where participation is voluntary, and an employee has chosen not to participate in LAPP, they will become ineligible to join the LAPP at any future date unless their participation becomes compulsory due to a change in Employment Status.

## 6.0 ASSOCIATED PROCEDURES

## 7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- [\*Public Sector Pension Plans Act\*](#)
- [\*Local Authorities Pension Plan Regulation\*](#)

## 8.0 ACCOUNTABILITY

### **Policy Sponsor**

Vice-President Finance & Administration

### **Office of Administrative Responsibility**

Human Resources Department

## **9.0 HISTORY**

### **Relevant Dates**

Approved: **16.05.26**  
Effective: **16.05.26**  
Next Review: **21.05.26**

### **Modification History**

**06.06.08:** New policy approved by Board Motion 01-6-8-2005/06.

**10.04.08:** Revisions approved by Board Motion 01-4-8-2009/10. (This policy supersedes D1500 Pension Participation)

**11.04.14:** Revisions approved by Board Motion 01-04-14-2010/11.

**12.05.24:** Amendments approved by Board Motion 01-05-24-2011/12.

**12.09.27:** Amendments approved by Board Motion 01-09-27-2012/13.

**16.05.26:** Amendments approved by Board Motion 01-05-26-2015/16.