
LOCAL AUTHORITIES PENSION PLAN (LAPP)

Background

The Division, in accordance with the rules and regulations within the Local Authorities Pension Plan (LAPP), will provide all eligible employees with the Plan, unless they are contributing to another pension plan with the Division.

Definitions

Non-certificated employees: those individuals employed by the Division who are not required to hold a teaching certificate to qualify for the position.

Probationary Period: for the purpose of this Administrative Procedure, probationary period shall be defined as a period of one (1) calendar year, less:

- any previous period of employment with the same employer, regardless of the nature of the employment or when it occurred (e.g. full-time, permanent, part-time, temporary, and casual employment); and
- any previous period of service with another employer that participates in the Plan, if the member moved immediately from the former employer to the current employer. This includes reciprocal agreements.

Continuous: means that no date or event has been established for the end of the employment.

Non-continuous: Means that a fixed date or event has been established for the end of the employment (e.g. contract end, summer layoff)

Target Year: the pension year that a transaction belongs to.

Procedures

1. Participation in the LAPP will be based on the following eligibility criteria:

1.1 **Mandatory:** Participation in LAPP is mandatory for all continuous non-teaching employees whose scheduled hours of work are thirty (30) hours per week or more. Minimum of 1560 hours per target year is required.

1.2 **Optional:** Participation in LAPP is optional for:

1.2.1 Continuous non-teaching employees whose scheduled hours of work are twenty (20) hours per week but less than 30 hours per week.

1.2.2 Non-continuous non-teaching employees whose scheduled hours of work are greater than twenty (20) hours per week.

1.2.3 Minimum of 1040 hours per target year is required.

- 1.3 The following non-teaching employees are not eligible to participate in LAPP:
 - 1.3.1 Casual and temporary Employees;
 - 1.3.2 Elected officials;
 - 1.3.3 Employees receiving a monthly pension from LAPP based on their previous participation in the Plan; and;
 - 1.3.4 Employees whose hours of work are less than twenty (20) hours per week.
 - 1.4 Once employees have been enrolled, they remain members until they leave employment or work less than twenty (20) hours per week.
2. Employees that are employed pursuant to an agreement with outside agencies will be eligible to participate in LAPP but the employee or outside agencies will be liable for employer contributions.
 3. Pensionable salary will be calculated addressing the following pay types:
 - 3.1 Included as pensionable salary:
 - 3.1.1 Payments for regularly scheduled hours of work.
 - 3.1.2 Vacation pay.
 - 3.1.3 Payments for extra hours worked over the regularly scheduled hours that do not exceed their positions target hours.
 - 3.2 Not included as pensionable salary:
 - 3.2.1 Overtime Payments.
 - 3.2.2 Taxable benefits.
 - 3.2.3 Variable payments (e.g. bonuses, lump-sum payments).

Reference: Section 33,52,53,68,222 Education Act
Employment Standards Code
Labour Relations Code
Section 248L, Canada Tax Act
Local Authorities Pension Plan Regulation
Canada Income Tax Regulation 6801
Collective Agreements

Approved: July 1, 2016

Amended: March 21, 2018; July 1, 2018; June 4, 2020, October 1, 2020, September 6, 2023.