


### **Background**

As per Local Authorities Pension Plan (LAPP) rules, employers and external auditors are required to have a written policy in place to be provided to LAPP administrators upon request. An established policy is also beneficial for division staff that are participating in LAPP.

### **Procedures**

1. Eligible support staff will have access to the Local Authorities Pension Plan (LAPP). Once an employee joins LAPP, they must continue to participate unless employment terminates, or they move to a pension ineligible position.
2. Participating classifications/employee groups at the Medicine Hat Catholic Board of Education (for purposes of LAPP) include: Secretary Treasurer, Assistant Secretary Treasurer, Custodial Staff, Maintenance Staff, School Secretaries, School Psychologist, Information Technology Staff, and Central Office Staff.
3. Effective October 1, 2022, probationary/continuous employees in the above classifications/employee groups must participate in LAPP if they work a minimum of 30 hours per week (full-time pension equivalency). For employees who commenced LAPP with the division prior to October 1, 2022, the Board agrees to continue LAPP contributions.
4. Temporary part-time and temporary full-time employees will not be enrolled.
5. To be eligible for participation in LAPP, a 12-month probationary or waiting period will need to be served.
6. Verified service with another local authority will count towards completion of the probationary period if there is no break in service greater than one working day. Enrollment between the former and current employer will commence immediately upon hire.
7. Prior to January 1, 2016, School Secretaries that participated in LAPP earned pro-rated service based on their school schedule. For example, a School Secretary working 205 days per year earned approximately 0.83 years of service each year.
8. After January 1, 2016, School Secretaries that participate in LAPP earn pro-rated service based on their FTE (full-time equivalency). A School Secretary working 1.00 FTE for 205 or more days per year earns 1.00 years of service. A School Secretary working 0.80 FTE for 205 days or more per year earns 0.80 years of service.
9. Employees will be informed when they qualify for LAPP membership at the time of hire, or when they become eligible based on the criteria stated above.

<b>Reference:</b> <ul style="list-style-type: none"> <li>• LAPP Administration/Membership/Guidelines for Employer Policy/Probationary Service/Reciprocal Transfers</li> <li>• CUPE Local 829 – collective agreement, article 27</li> <li>• Central Office Support Staff Handbook – #6 Local Authorities Pension Plan (LAPP)</li> <li>• School Based Support Staff Handbook, article 8 Local Authorities Pension Plan (LAPP) Secretary</li> </ul>	<b>Approved:</b> 
	<b>Date Approved:</b> June 2012
	<b>Reviewed or Revised:</b> June 2012, April 2017, October 2022

*Note: References shall be updated as required and do not require additional approval*

