

Administrative Procedure 418

Added: May 10, 2013

LOCAL AUTHORITIES PENSION PLAN (LAPP)

Background

The Local Authorities Pension Plan Alberta Regulations 366/1993, requires that employers have a written policy in place to be provided to LAPP administrators upon request. An established policy is also beneficial for division Employees who administer this pension plan.

Procedures

1. Eligible non-certificated Employees will have access to the Local Authorities Pension Plan. Once an Employee joins the plan, he/she must continue to participate until employment ends.
2. Participating Employee Groups at Holy Spirit Roman Catholic Separate Regional Division No.4, for purposes of the Plan, are limited to all eligible non-certificated Employees which include: CUPE 1825 Employees, CUPE 290 Employees, and Out-of-Scope Employees. Trustees are not eligible to participate.
3. All Employees in the above groups must participate in the plan if they are in a full-time (1.0 FTE) permanent contract, based on a minimum of 30 hours per week.
4. LAPP has set a minimum of 14 hours per week to be eligible to participate in the plan. Permanent part-time and permanent full-time Employees working a minimum of FTE = 0.47 are eligible to participate in the plan.
5. Temporary part-time and temporary full-time Employees are not eligible to participate in the plan.
6. There is no probationary or waiting period to be served pertaining to eligibility for participation in the plan, for employees who are eligible to participate in the plan.
7. The Employee will be informed of their membership status at the time of hire.

Legal Reference:

Local Authorities Pension Plan Alberta Regulations 366/1993
CUPE 1825 collective agreement – clause 9.8
CUPE 290 collective agreement – clause 7.8
www.holyspirit.ab.ca – Human Resources – Staff Tools