

M.D. of Opportunity No 17
FINANCE POLICY

TITLE: **LOCAL AUTHORITIES PENSION PLAN POLICY**

EFFECTIVE DATE: **OCTOBER 1, 2010**

POLICY NUMBER: **F.11**

Purpose of Policy:

This policy is to establish participation for those employees who do not qualify for mandatory membership in the Local Authorities Pension Plan. This policy will define the requirements for membership in the LAPP plan. The policy states the past practiced policy of the MD.

Policy Statements

1. Definitions under the LAPP Policy:

Part-time permanent employees – are employees working in one position with regularly scheduled hours of work of 21.75 hours or greater per week.

Full-time, temporary employees – are all employees with a fixed date or event that has been established for the end of employment, as stated in the employment letter.

Part-time, temporary employees – are employees with a pre-determined end date or an event that establishes the end of employment as stated in the employment letter. These employees would have regularly scheduled hours greater than 21.75 hours per week.

Contract employees are individuals that are employed under a contract and are paid as consultants or contractors through the MD accounts payable. These individuals are paid an hourly rate as per the contract and no payroll deductions are withheld and the contract employees are not eligible for employee benefits.

2. Membership under the LAPP Policy:

Employee membership participation for the following employees:

- 1) Part-time, permanent employees' membership is mandatory upon completion of the probationary period.
- 2) Full-time, temporary employees' membership is voluntary upon completion of the probationary period
- 3) Part-time temporary employee's membership is excluded
- 4) Contract employees' membership is voluntary upon commencement of the contract and the contract would outline the invoicing of the employee share of the LAPP contributions.

APPROVED ON: October 1, 2010