

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. Eligibility

- a. Eligible non-certificated employees will have access to the Local Authorities Pension Plan (LAPP).
- b. Participating employee groups for the purposes of LAPP are limited to all eligible non-certificated employees including out-of-scope employees, CUPE 290 employees, and CUPE 1825 employees. Trustees are not eligible to participate.
- c. Membership in LAPP is mandatory for full-time, permanent employees, except those who are specifically excluded from membership. To be full time for the purposes of determining membership in LAPP, regularly scheduled hours of work must be not fewer than 1560 hours per year (30 hours per week, 12 months per year).
- d. Permanent employees who work between 728 hours per year and 1560 per year are eligible, and will have the option to participate in LAPP.
- e. Permanent employees who work less than 728 hours per year are not eligible to participate in LAPP. Specifically, employees must be scheduled to work a minimum of 18 hours per week for a full school year to meet the minimum eligibility requirements.
- f. Temporary employees are not eligible to participate in LAPP. To be temporary for the purposes of determining eligibility, there must be a fixed date or event that has been established for the end of the employment.
- g. All employees with contracts of less than one year are not eligible to participate in LAPP.

2. Participation

- a. Eligible employees may be required to complete a probationary period before they become members of the LAPP plan.
- b. Once employees are enrolled as members of LAPP, they must remain in the plan until their employment ceases, they are laid off, or their position changes so that their regularly scheduled hours of work are fewer than 1560 hours per year, but more than 728 hours per year.
- c. Should an employee's regularly scheduled hours of work decrease via contract change, the employee will have the option to opt out of LAPP. The employee will not be able to opt back in to LAPP until the following September unless that employee's participation in LAPP becomes mandatory in the interim.
- d. Employees on leave and in receipt of extended disability payments from the Alberta School Employee Benefits Plan (ASEBP) continue to earn pensionable service. As such, they are responsible for payment of their LAPP contributions. The School Division will continue to make monthly contributions on the employee's behalf. The employee will submit their monthly contributions to the School Division. Non-payment of LAPP contributions will result in collections.
- e. Employees will be informed of the membership eligibility at the time of hire, as well as at the time of a reduction to their regularly scheduled hours.

Legal Reference: *Local Authorities Pension Plan Alberta Regulations 366/1993*