

## **LOCAL AUTHORITIES PENSION PLAN (LAPP)**

### **Background**

The Division offers Local Authorities Pension Plan (LAPP) to all eligible support staff. Participating employers of the LAPP are required to have an adopted policy or administrative procedure stating eligibility.

### **Procedures**

1. Classes of employees eligible to participate in LAPP are those who are non-teaching staff members. Employees who have a part-time teaching contract, as well as a part-time non-teaching assignment, may contribute to LAPP so long as the service reported to both LAPP and the Alberta Teachers' Retirement Fund (ATRF) does not exceed 1.0000 year of service.
2. Eligible employees, including ten-month school year staff, who work 22 hours or more per week, shall participate in LAPP.
3. Eligible employees who work the ten-month school year shall have continuous employment status and be entitled to a full year of pensionable service providing they work an average of 30 or more hours per week over the ten-month school year.
4. Employees who work less than 30 hours per week shall have their pensionable service prorated on the basis of their hours worked in relation to 30 hours per week.
5. Employees working less than 22 hours a week are not eligible to participate in LAPP.
6. Employees who were eligible and enrolled under LAPP, but had their hours reduced by the employer to a level which would otherwise make them ineligible under this administrative procedure shall maintain their LAPP eligibility as long as their hours do not drop below 14 hours per week.
7. Employees who, of their own choice, reduce their hours to a level which makes them ineligible for LAPP under this administrative procedure shall adhere to the regulations of this administrative procedure and shall be ineligible for continued enrollment in LAPP.
8. Employees who work in temporary positions will not be eligible to participate in LAPP. In the event that an employee in this category becomes permanent, the employer will not be liable for the employer contributions for this prior service if the employee chooses to purchase it.
9. A temporary position is defined as an assignment that is a replacement for continuous staff on long-term leave (ie. maternity leave, disability, other authorized statutory leave or approved leave of absence), and is generally less than a complete school year and/or subject to the return of the continuous employee.
10. Ten-month employees hired after February 1<sup>st</sup> may be eligible to participate in LAPP if they meet the requirements as set out in this administrative procedure.

11. Pensionable salary will be calculated addressing the following pay types:
  - 11.1 Included in pensionable salary
    - 11.1.1 Payments for regularly schedules hours of work; and
    - 11.1.2 Vacation pay (excluding lump-sum payments).
  - 11.2 Not included as pensionable salary
    - 11.2.1 Overtime payments;
    - 11.2.2 Taxable benefits; and
    - 11.2.3 Variable payments
      - a) retirement bonuses
      - b) severance pay
      - c) lump-sum sick time payouts
      - d) lump-sum vacation payouts.
12. All non-eligible employees will sign an ineligibility acknowledgement (Form 425-1).
13. All other LAPP participation guidelines are as set out by the Alberta Pension Services.

Forms: LAPP Ineligibility Acknowledgment (425-1)

Amended: October 2023