

Local Authority Pension Plan (LAPP)

Background

The Division offers Local Authorities Pension Plan (LAPP) to all eligible support staff governed by the Central Office Protocol.

Procedures

1. The LAPP is applicable to all eligible employees. Participation in the Plan shall be in accordance with the LAPP Act and its Regulations. Participation in LAPP is mandatory for employees working twenty-two (22) hours, or more, per week.
2. Eligible employees who work the ten-month school year who have continuous employment status shall be entitled to a full year of pensionable service providing they work an average of thirty-five (35) or more hours per week over the ten-month school year.
3. Employees who work less than thirty-five (35) hours per week shall have their pensionable service prorated on the basis of their hours worked in relation to thirty-five (35) hours per week.
4. Employees working less than twenty-two (22) hours a week are not eligible to participate in LAPP.
5. Temporary Contract
 - a. Participation in the Local Authorities Pension Plan will not be offered to employees in this category.
 - b. In the event that an employee in this category becomes permanent, the employer will not be liable for employer contributions for this prior service in the event the employee chooses to purchase it.
6. Pensionable service is determined by the full-time equivalent base unit established annually for each position classification.
7. Participation in the Plan stops after thirty-five (35) years of service has been accumulated.
8. Employees who were eligible and enrolled under LAPP, but had their hours reduced by the Division to a level which would otherwise make them ineligible shall maintain their LAPP eligibility as long as their hours do not drop below fourteen (14) hours per week.
9. Employees who, of their own choice, reduce their hours to a level which makes them ineligible for LAPP shall adhere to the regulations and shall be ineligible for continued enrollment in LAPP.
10. Pensionable salary will be calculated addressing the following pay types:
 - Included in pensionable salary
 - payments for regularly scheduled hours of work (all gross basic remuneration paid for the performance of their regular duties of employment);
 - acting pay; and

- vacation pay (excluding lump-sum payments).
11. A probationary period of six (6) months of service will be required before eligible employees may participate in LAPP, except at the inception of the plan.
 12. Pension Contributions on Leave of Absence
 - a. Employees on paid leave of absence will continue contributions to the pension plan.
 - b. Employees on unpaid leave of absence such as personal unpaid leave of absence, maternity/paternity leave of absence, long-term disability can buy back the service upon return to work.
 13. The following employees are excluded from participation in LAPP:
 - a. Employees who are seventy-one (71) years of age or older;
 - b. Employees who are currently receiving a monthly pension from LAPP.
 14. The following salary payments are not considered pensionable:
 - a. Expense allowance payment;
 - b. Maternity Leave – health related portion;
 - c. Parental Leave;
 - d. Overtime payments;
 - e. Merit pay;
 - f. Variable pay;
 - g. Holiday and vacation pay paid in a lump sum (payout);
 - h. Severance;
 - i. Special Remuneration.
 - j. taxable benefits; and variable payments
 - k. retirement bonuses
 - l. lump-sum sick time payouts

Reference:

Local Authorities Pension Plan Act and Regulations