

Mackenzie County

Title	Local Authorities Pension Plan	Policy No:	HR007
--------------	---------------------------------------	-------------------	--------------

Legislation Reference	Employment Pension Plans Act Joint Governance of Public Sector Pension Plans Act
------------------------------	---

Purpose

To establish a policy for the administration of the Local Authorities Pension Plan (LAPP). In the event that this policy conflicts with current legislation, the legislation will prevail.

Guidelines/Responsibilities:

Definitions

“**Casual Employee**” is regularly scheduled for a period of (4) months or less for a specific job; or relieves for absences the duration of which is (4) months or less; or works on a call-in basis and is not regularly scheduled.

“**County**” means the Municipality of Mackenzie County.

“**Reciprocal Transfer Agreement**” allows members to transfer all or part of their service from another registered pension plan (RPP) into LAPP.

“**Regular Employee**” includes both a Full-time Permanent Employee and a Part-Time Permanent Employee.

“**Regular Pay**” includes Vacation, Time off in Lieu (TOIL), Sick and Special Leave Pay.

“**Summer/Seasonal Employee**” are considered casual employees and are scheduled for a period of six (6) months or less for a specific job.

“**Temporary Employee**” is hired for more than six (6) months, but has an assigned end date to their employment; or is hired to replace a Full-time or part-time Employee who is on a leave of absence for a period in excess of six (6) months; or is hired to replace a Full-time or Part-time Employee who is on leave due to an illness or injury where the Employee has indicated that the duration of such leave will be in excess of six (6) months.

Membership Eligibility

1. In accordance with the Article 18.01 (a) of the Alberta Union of Provincial Employees Local 118/008 Collective Agreement. "The Employer and the Regular Employee shall pay their share of the monthly payment for the Local Authorities Pension Plan (LAPP) as determined by the conditions of the Pension Plan."

It is mandatory to participate in LAPP for regular employees that are continuously employed in all positions of 30 hours per week or more with no predetermined end date.

New employees will be informed of their membership status at the time of hire (upon determining membership eligibility).

The county will provide eligible employees with a copy of the pension member handbook during their commencement/orientation.

2. Employees in the following employment categories are not eligible to participate in the LAPP.
 - a. Casual Employees;
 - b. Summer/Seasonal Employees;
 - c. Temporary Employees;
 - d. Regular employees that work 14 – 30 hours per week or less;
 - e. Employees that would begin participation in the plan after December 30th of the year in which they reach age 71;
 - f. Employees who receive a monthly pension from LAPP based on their previous participation in the Plan;
 - g. Elected Officials

Terms of Probationary Period

The probationary period for entering the pension plan is one (1) year less any previous employment with the County (i.e. Casual, Regular, Summer/Seasonal and Temporary employee); or

Less any previous period of service with another employer that participates in LAPP, and proof of the reciprocal transfer (Appendix A – Transfer Information Request and Authorization Form) between LAPP and other eligible public sector plan as specified in the LAPP Pension guidelines has been received.

Where the probationary period has ended and the employee is:

- a) On a leave without salary;
- b) On maternity/parental leave of absence;
- c) Receiving temporary disability benefits from Workers' Compensation Board (WCB) or a qualified disability plan;

the employee is to be registered with LAPP as soon as their probationary period ends.

Periods of leave or disability as specified above do not extend a probationary period.

Buying Probationary Period as Optional Service

Employees may purchase periods of probationary service as buyback service. If a member elects to purchase a period of probationary service within five years of becoming a member of the Plan and while still employed with the County, the cost to purchase the probationary period is based on the contributions that would have been made to the Plan had the person been a participant, plus interest. If the member pays their share of the contributions plus interest, the employer would then be responsible to pay the employer's share of the contributions and interest for the period. To purchase on a contribution cost basis, the member must be, and have remained throughout the period, employed with the County.

If an active member elects to purchase a period of probationary service more than five years after becoming a member, or when employed with a different employer, the cost will be calculated using an actuarial reserve cost basis. The employer is not liable for any portion of the cost.

Contributions must begin immediately when the period of probationary service is complete for those employees who receive benefits from a qualified disability plan or temporary disability benefits from WCB.

Calculations of Pensionable Service for the Year

The method of calculation to determine the pensionable service will be as follows:

- a) The total number of pay periods for portions of pay periods a member working full-time through the service year would be required to work.

Pensionable Salary

Pensionable salary includes regular pay and retroactive pay.

Employer Compliance

In compliance with LAPP, the County will obtain an independent auditor on an annual basis to examine all records, policies and procedures relevant to pension processed to confirm the accuracy and integrity of the data submitted. The auditor will report their finding directly to Alberta Pension Services Corporation and to the County.

Related Policies/Procedures

Collective Agreement – Local 118 Chapter 008

	Date	Resolution Number
Approved	2024-01-31	24-01-076
Amended		
Amended		