

Purpose of Document

To ensure PSPP Participating Employers' (Employers') pension policies include participation rules, pensionable service calculation and remuneration to be considered pensionable salary as required in the plan text. This document can be used in addition to existing employer pension policies.

Participation

Mandatory

- Employees who work not fewer than 30 hours per week and no date or event has been established for the cessation of employment
- Employees who work not fewer than 30 hours per week and a date or event has been established for the cessation of employment that is greater than 1 year

Elective – subject to employer policy

- Which is not a Mandatory Participation Basis. For example, employees who work at least 14 hours per week and a date or event has been established for the cessation of employment that is greater than 1 year
- Employees who work not fewer than 30 hours per week and a date or event has been established for the cessation of employment that is 1 year or less
- Employees who work not fewer than 14 hours per week or 728 hours per year and no date or event has been established for the cessation of employment

Not eligible

- Employees who work at least 14 hours per week and a date or event has been established for the cessation of employment that is 1 year or less
- Employees who work less than 14 hours per week
- Employees in receipt of PSPP, Management Employees Pension Plan or the Public Service Management (Closed Membership) Pension Plan
- Employees who have reached age 71

Date of Enrolment – Ineligible to Eligible Participation

- Hire date
- Eligibility date

Pensionable Earnings

- Gross basic pay
- Retroactive salary change
- Vacation pay (paid time off while employed)
- Vacation pay (paid as a percentage of earnings)

Subject to employer policy

- Shift work premium
- Weekend work premium
- Acting pay

Non-pensionable earnings

- Lump sum holiday and vacation pay
- Overtime
- Special pay/Bonuses
- Severance Pay
- Expense allowance

Pensionable Service

- Provide full-time equivalent (FTE) hours for employees

- If there are different classes of employees, provide different FTE hours for each class

Employer Acknowledgment

To the best of our knowledge and abilities, _____
acknowledges that this pension policy is accurate. (employer)

Name of Individual (printed)

Title of Individual (printed)

Signature of Individual

Date