

Administrative Procedure 444 - Local Authorities Pension Plan

Background

The Division believes that, where possible, employees are to have access to a pension plan. It is recognized that for some staffing groups, this is not possible due to the term-limited employment contracts, resources available or other determinants through collective bargaining.

Where the Administrative Procedure refers to full-time or part-time, it shall be the definition of full-time or part-time as defined by the Division for that position and expected hours worked in the year.

Procedures

1. Beginning Employment
 - 1.1. For all staff that qualify for coverage under Local Authorities Pension Plan (LAPP) guidelines and this Administrative Procedure, employees will not have LAPP during the probationary period of their employment. After the probationary period is completed, the employee may purchase the LAPP probationary period from LAPP as per LAPP guidelines.
 - 1.2. If the employee is an executive staff member (Director or Secretary Treasurer), the employee must be a participant in LAPP within the Division at the date of hire, subject to LAPP guidelines and this Administrative Procedure.
 - 1.3. If the employee was a participant in LAPP (or where there is a reciprocal agreement with another pension plan) immediately prior to employment with the Division, the employee must be a participant with LAPP with the Division, subject to LAPP guidelines and this Administrative Procedure.
2. Leave of Absence
 - 2.1. Employees requesting an unpaid leave of absence of over one (1) month in time will not participate in LAPP during the entire length of leave. Upon return to employment, the employee may wish to buy back the time of the leave, subject to LAPP guidelines. In such an event, the employer will pay the employer's share of the leave up to one year of time (life allotment with the employer), or as per LAPP guidelines if shorter.
 - 2.2. Employees requesting a leave of absence of one (1) month or less in time will participate in LAPP during the entire length of leave. Upon return to employment, the employee will be deducted the employee's share of leave time. The employer will pay the employer's share of the leave up to one (1) year of time (life allotment with the employer) or as per LAPP guidelines if shorter.

3. Apprenticeship Training
 - 3.1. During an approved leave of absence where the employee is participating in apprenticeship training, enrolment in LAPP is continued. In such instances, the employee and employer each pay their respective share of the LAPP contributions.
4. Staff Participation in LAPP
 - 4.1. Continuous Staff
 - 4.1.1. Regularly employed, 12 month staff (excluding casual staff) that work more than 1,200 hours per fiscal year shall have access to LAPP, where the term of employment is greater than three months, upon completion of their probationary period.
 - 4.1.2. Regularly employed, 10 month school-based staff (excluding casual staff) that work more than 1,050 hours per fiscal year shall have access to LAPP where the term of employment is greater than three (3) months upon completion of their probationary period.
 - 4.2. Full-Time Management and Contract Employees
 - 4.2.1. Participation in LAPP is mandatory and a condition of employment for continuous employees in this category.
 - 4.3. Temporary Contracts, Instructional Support Contracts (term-limited), Other Employment Contracts (term-limited), or Contracted Consultants
 - 4.3.1. Participation in LAPP will not be offered to employees in this category due to the contracts being temporary/term-limited. Contracts greater than one (1) year may be considered as qualifying for LAPP and will depend on the nature of the relationship to the Division and as approved by the Assistant Superintendent of Human Services.

Reference: Section 33, 52, 53, 68, 222 Education Act
Local Authorities Pension Plan Regulation

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