

LOCAL AUTHORITIES PENSION PLAN PARTICIPATION

Background

The Division makes provision for eligible employees to participate in the Local Authorities Pension Plan (LAPP). Eligibility for participation will be applied fairly and equitably, in accordance with pension legislation.

Procedures

1. Participation in the LAPP will be based on the following eligibility criteria:
 - 1.1 Classes of employees considered to be non-teaching employees are eligible to participate in the LAPP.
 - 1.2 Participation in the LAPP is mandatory for all regular non-teaching employees whose scheduled hours of work are thirty (30) hours per week or greater.
 - 1.3 Regular non-teaching employees whose scheduled hours of work are more than twenty-one (21) but less than thirty (30) hours per week shall be given the option to participate in the LAPP.
 - 1.4 Non-teaching employees who are considered a substitute, temporary, casual or term appointed employee, or work less than twenty-one (21) hours per week, are not eligible to participate in the LAPP.
2. New employees must complete a one (1) year probation period prior to commencing on the LAPP program. New employees who were participating in the LAPP or a pension plan with a LAPP reciprocal transfer provision will start contributing into the LAPP upon commencement of their employment.
3. Pensionable salary will be calculated addressing the following pay types:
 - 3.1 Included as pensionable salary
 - 3.2 Payments for regularly scheduled hours of work
 - 3.3 Vacation pay
 - 3.4 Acting pay
4. The following items are not included as pensionable salary:
 - 4.1 Overtime payments
 - 4.2 Taxable benefits
 - 4.3 Variable payments (i.e. Bonuses, Lump-sum payments)

5. Retired employees in receipt of a LAPP pension may be re-hired on a continuous contract provided the hours of work are less than thirty (30) hours per week. Employees who are re-hired for thirty (30) or more hours per week must be on a fixed term contract with a definite contract end date.
6. All other LAPP participation guidelines are as set out by the LAPP.

Reference: [Education Act](#) Section 33, 52, 53, 68, 222
[Employment Standards Code](#)
[Labour Relations Code](#)
[Local Authorities Pension Plan Act and Regulation](#)
[Income Tax Act](#)
[Income Tax Regulation](#)

Adopted: June 2003
Reviewed/Revised: May 2017, July 2018, September 2019, July 2026