

# **Fort McMurray Catholic Schools Operating Policies and Procedures**

## **OP 461 – Local Authorities Pension Plan (LAPP)**

### **Policy**

In accordance with the rules and regulation in the Local Authorities Pension Plan, all eligible staff of the Board will be enrolled in the plan unless they are contributing to another pension plan with the Board.

### **Eligibility**

Eligibility and participation to LAPP is subject to the following conditions:

- a. Participation is a condition of employment for full-time permanent staff;
- b. Casual, temporary and term contracted employees and are not eligible to participate in the LAPP;
- c. The Eligibility Criteria are summarized in the following table

<b>Employee Group</b>	<b>Eligibility</b>
Permanent, Full Time	Eligible, Mandatory
Temporary or Casual – Full Time	Not Eligible
Temporary or Casual – Part Time	Not Eligible

### **Waiting Period**

There is a one-year waiting period to join the LAPP calculated from the date of hire with the Board. The one-year waiting period is waived for employees who are already participants to the LAPP or reciprocal plan with a former employer (for example: municipal government, health authority, academic institution).

Employees hired in the Management Group are exempted from the one-year waiting period and shall join the LAPP on their first day of employment.

### **Pensionable Salary**

Pensionable salary includes regular hours paid during the service year.

Overtime, additional hours above those identify for the position, acting pay, shift premiums and the Fort McMurray Living Allowance are not pensionable under LAPP.

## Pensionable Service

Where the regularly scheduled hours of work for a member matched the base unit his employment group, the member is full-time. Where the regularly scheduled hours of work are less than the base unit, the member is classified as part-time.

An employee cannot earn more than one year of service during a calendar year.

The service year shall be calculated from September 1<sup>st</sup> to August 31<sup>st</sup> to coincide with the school year.

## Base Unit

The base unit shall be established as follows to calculate full time equivalency:

Employee Group	Hours per Day	Functional Year
Management/Out of Scope	8	5 days/week X 52 weeks/year
CUPE – Maintenance	8	5 days/week X 52 weeks/year
CUPE – Caretaking 25 hours/week positions 30 hours/week positions 35 hours/week positions 40 hours/week positions	5 6 7 8	52 weeks/year
Admin Support- District 35 hours/week positions 40 hours/week positions	7 8	52 weeks/year
Admin Support- School	7	210 days + Statutory Holidays
Instructional Support - School	6.25	Instructional Days + 5 days + Statutory Holidays

The base unit for school-based employees is defined on a functional year corresponding to the school year calendar established by the Board. This includes the School Administrative Support Staff and the Instructional Support Staff groups.

<b>References:</b> <ul style="list-style-type: none"> <li>• Local Authorities Pension Plan,</li> <li>• Alberta School Act</li> <li>• Board Governance Policy EL # 3, EL # 9</li> </ul>	<b>Approved:</b>
	Date Approved: June 30, 2011
<b>Cross References:</b>	<b>Date Revised:</b>