

**LOCAL AUTHORITIES PENSION PLAN POLICY**

Subject: Local Authorities Pension Plan Membership Policy


Ref: Personnel & Human Resources Code: 18

Date Approved: October 27, 2020 Motion No: 392/27/10/20 Replaces: New

The County of Northern Lights  
is committed to complying with the regulations  
and legislation of the Local Authorities Pension  
Plan (LAPP).

The County of Northern Lights  
proposes to do this by adopting this policy  
whereby ensuring all regulations are covered by  
this policy.

  
Signed: \_\_\_\_\_  
Chief Elected Official

  
Signed: \_\_\_\_\_  
Chief Administrative Officer

## PROCEDURE:

The County of Northern Lights has developed a policy intended to comply with the regulations and legislation of the Local Authorities Pension Plan (LAPP). In the event this policy conflicts with current or changes to legislation, the legislation will prevail.

### Definitions:

- **Employee** means an individual coming under the terms of this document in whole or in part, and has been assigned to a position, which is within the scope of this policy.
  - **Full-time** means the regular hours worked per year are: for administration 1885 and for all other departments 2080.
  - **Part-time** means the regularly scheduled hours of work in the employment are between 14 and 30 hours per week.
  - **Permanent** employees do not have a fixed end date to their employment.
  - **Temporary** employees have a fixed end date to their employment.
  - **Casual** employees are hired to work on a call in basis, with no regularly scheduled hours of work.
- 

### Policy Statement:

#### Eligibility

Under LAPP, participation is mandatory when a Full-time employee works a minimum of 25 hours per week on a regularly scheduled basis with no predetermined end date.

Employees who; work less than 25 hours per week, temporary and casual staff are not eligible to participate in the pension plan.

Membership status will be discussed with new employees at the time of hire. Generally, employees will serve a three (3) month probationary period prior to being enrolled in the program. The employer will allow for service buy-back for time worked during this period should full-time employment be continued following the probationary period. No deduction and contributions will be made for any employee during their probationary period. Eligible employees will be provided with a copy of the pension member handbook during their orientation.

Pensionable Salary:

Pensionable Salary shall include:

- Regular Pay
- Retroactive Pay (on pensionable earnings)
- Vacation Pay not paid out in a lump sum
- Sick Pay not paid out in a lump sum
- Acting Pay

Date of Birth Verificaiton:

The date of birth will be verified prior to submitting the member registration forms. Verification will be obtained through a copy of one of the following;

- o Original Birth Certificate
- o Passport
- o Citizenship Card or Permanent Resident Card
- o Immigration or Naturalization papers

Alternatively, date of birth may be verified through copies of two (2) of the following;

- o Driver's license
- o Other government issued identification including Armed forces or Police Force ID, Firearms license, WIN Card, Alberta Health Care card, baptismal certificate, adoption record, or marriage certificate