



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to establish and define pension plan membership in the Local Authorities Pension Plan (LAPP) for permanent full-time, permanent part-time, and full-time temporary employees.

POLICY STATEMENT:

A) DEFINITIONS:

- 1) “Acting Pay” means an employee has temporarily taken the responsibilities of another position and the County is temporarily paying that employee the salary for the position that is being temporarily occupied.
- 2) A “Full-time continuous employee” is deemed to be one who works a minimum of thirty (30) hours per week, and is hired on a continuous basis and whose employment has no pre-determined end date;
- 3) A “Part-time continuous employee” is deemed to be one who works a minimum of fourteen (14) hours per week, and is hired on a continuous basis whose employment has no pre-determined end date;
- 4) A “Seasonal Employee” is an employee who is hired into a position for which the customary annual employment is typically eight (8) months or less.
- 5) A “Summer Student” is an employee enrolled in high school or in a post-secondary institution.
- 6) A “Term Employee” is an employee whose employment has a pre-determined end date.

B) ELIGIBILITY:

- 1) Full-time Continuous Employees **must** join the LAPP. Such employees will be enrolled immediately.
- 2) Part-time Continuous Employees **may** join the LAPP subject to meeting LAPP requirements. Such employees electing to opt in will be enrolled immediately.
- 3) Seasonal employees **may** join the LAPP subject to meeting the LAPP requirements. Such employees electing to opt in will be enrolled immediately.
- 4) A Term Employee **may** join the LAPP subject to meeting LAPP requirements. Such employees electing to opt in will be enrolled immediately.
- 5) Summer students **may not** join the LAPP under any circumstances.

C) MUNICIPAL CONTRIBUTION:

- 1) The County shall contribute to the LAPP on behalf of all eligible employees as per the contribution rates established by the Local Authorities Pension Plan.

D) PENSIONABLE AND NON-PENSIONABLE EARNINGS:

- 1) The following types of pay are pensionable:
 - a) Gross pay for the performance of regular duties. This includes lump sums that permanently increase the gross pay provided if:
 - The pay relates to the performance of regular duties;
 - It is not subject to manipulation on an individual basis; and
 - Is paid to all staff within a group or class.
 - b) On-call or standby pay;
 - c) Acting pay.
- 2) The following types of pay are not pensionable:
 - a) Overtime.

E) EMPLOYEE BRIEFINGS:

- 1) New employees will be briefed on their pension options at the time of hire.