



Municipality of Crowsnest Pass Policy

Policy No.:	1811-01
Policy Title:	Local Authorities Pension Plan (LAPP) Policy
Approval Date:	September 29, 2015
Revision Date:	
Supersedes Policy:	HR-019
Department:	Finance and Corporate Services

1.0 POLICY PURPOSE

This policy defines compensation types that are pensionable and non-pensionable under the guidelines of Alberta Pension Services (APS) and the Local Authorities Pension Plan (LAPP) for Municipal Employees of the Municipality of Crowsnest Pass.

2.0 DEFINITIONS

“**CAO**” means the Chief Administrative Officer for the Municipality of Crowsnest Pass, and his/her duly authorized designee(s).

“**Dialer**” refers to a list of Employees that are not required to be On-call but have their number on a list of Employees to phone in the case of an emergency or event requiring attention. Compensation for being on the Dialer is set out in the Collective Agreement.

“**Employee**” means any person employed with the Municipality.

“**Management**” refers to a group of positions that are managerial in nature and are out of scope and includes the Chief Administrative Officer, Directors and Managers.

“**Municipality**” or “**Municipal**” means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

“**Non-Pensionable Earnings**” are types of pay that are not considered pensionable at the Municipality of Crowsnest Pass as described in the Policy Statements.

“**On-call or Standby**” refers to the period in which an Employee is required to be on call as set forth in the Collective Agreement.

“**Permanent Employee**” means an employee who is designated permanent by their offer letter and includes full and part time Unionized Staff and Management.

“**Pensionable Earnings**” are types of pay that are considered pensionable at the Municipality of Crowsnest Pass as described in the Policy Statements.

“Shift Differential” refers to compensation for Permanent Employees that are scheduled to work shifts that fall outside of established times that are set out in the Collective Agreement, i.e. shifts that start before 7:00 am, extend past 6:00 pm or extend past midnight.

“Temporary Employee” means an Employee who is employed for a continuous period of time of not more than thirteen (13) months including seasonal staff.

3.0 POLICY STATEMENTS

3.1 Pensionable Earnings

The following types of pay are pensionable as per at the Municipality of Crowsnest Pass:

- a. Gross pay for the performance of regular duties- this includes lump sums that permanently increase the gross pay provided the pay:
 - Relates to the performance of regular duties
 - Is not subject to manipulation on an individual basis
 - Is paid to all staff within a group or class
- b. On-call, Standby or Dialer pay

3.2 Non-Pensionable Earnings

The following types of pay are not pensionable:

- a. Overtime
- b. Acting Pay
- c. Shift Differential

3.3 Eligibility

- a. All eligible Permanent Employees of the Municipality of Crowsnest Pass including Full-Time and Part-Time are eligible for participation in the Local Authorities Pension Plan. Part-Time Employees working less than 14 hours per week or 728 hours per year are not eligible for participation as per the Local Authorities Pension Plan.

3.4 RRSP Contribution for Temporary Employees

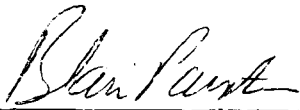
- a. As per the Collective Agreement the Employer will contribute a matching amount of 5% of the basic rate of pay earnings for each eligible

Temporary Employee to a Registered Retirement Savings Plan held in the Employee's name. Employee contributions will be made by bi-weekly payroll deduction. Employees eligible for the program must provide RRSP information to Corporate Services so that the contribution program can be initiated once eligibility is determined.

3.5 Administration

- a. Administration of this Policy is the responsibility of the CAO as delegated to the Finance and Corporate Services Department, namely Human Resources and Payroll.
- b. Any disputes with this policy should be brought forward to the Corporate Services Department.

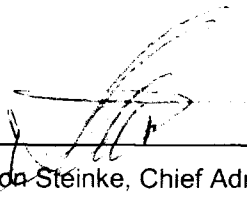
MUNICIPALITY OF CROWSNEST PASS



Blair Painter, Mayor

October 5, 2015

Date



Sheldon Steinke, Chief Administrative Officer

01/OCT/15

Date