
Public Service Pension Plan (PSPP) Policy

Department Policy Number

100 009

Effective Date

Revised November 22, 2004
Revised July 1, 1997

Purpose

This policy defines the employment requirements for eligibility to the Public Service Pension Plan, provides information concerning service maximums and periods of leave of absence. Details regarding plan benefits can be obtained at <http://www.pspp.ca/members/>

Definitions

Agreement	Collective agreement between Athabasca University Governing Council (AUGC) and Alberta Union of Provincial Employees, Local 069 (AUPE)
Full-time	Regular hours of work not fewer than 30 hours per week over a normal working year.
MEPP	Management Employees Pension Plan
Part-time	Regular hours of work must be a minimum of 14 hours per week; 728 hours over a normal working year.
Permanent	Employment where there is no pre-determined date on which employment will end.
Staff Member	Permanent or temporary Staff Members as defined in the Agreement and those Staff Members who have been hired on an Excluded Support (permanent or temporary) employment contract.
Temporary	Employment where there is a pre-determined date on which employment will end.



Policy

PSPP is an important part of the preparation for a secure level of retirement income. PSPP also provides benefits in the event of death, disability, or termination of employment.

This policy has been developed in accordance with PSPP guidelines and tailored to suit the requirements of Athabasca University and its staff members.

Regulation

The regulations of the Public Sector and Public Service Pension Plan as they pertain to membership and eligibility.

Procedure

1. General

- 1.1 Participation is mandatory in the Public Service Pension Plan when a Staff Member's employment has satisfied the eligibility rules.

2. Eligibility and Commencement Requirements

- 2.1 Staff Members employed as AUPE or Excluded Support are eligible to participate as follows:
 - a. Permanent full-time or part-time Staff Members must participate from the date of commencement of employment.
 - b. Temporary full-time Staff Members must participate from date of commencement if the initial term of employment exceeds one year. If the initial term of employment is under one year and is subsequently extended beyond one year, participation commences following the one year waiting period.
 - c. The Staff Member cannot be a PSPP or MEPP pensioner.
 - d. The Staff Member must be under age 69.
- 2.2 Staff Members employed as AUPE or Excluded Support are not eligible to participate:
 - a. When initial temporary appointment is less than one year.
 - b. When the temporary appointment is less than full-time.
 - c. When the Staff Member moves from a position that is eligible to an ineligible position.
 - d. When the Staff Member is in receipt of a pension from PSPP or MEPP.



e. When Staff Member is age 69 or older.

3.0 Contributions

- 3.1 Staff Members will not have contributions deducted after attaining 35 years of service with the plan. This includes PSPP service from all employers.
- 3.2 Staff Members on paid leaves, full or partial, must continue to participate.
- 3.3 Staff Members on sporadic leaves of absence without pay, to a maximum of 23 days per calendar year, will continue to participate.
- 3.4 During leaves of absence without pay, not covered by 3.3 above or by the [Compassionate Care Policy \(120 010\)](#), Staff Members may choose to make ongoing contributions.

The University is responsible for the employer's share of contributions for the first twelve months of leave of absence without pay. Thereafter, the Staff Member is responsible for both the employee and employer share of contributions.

- 3.5 If the Staff Member chooses not to continue contributions, arrangements to purchase service for leaves without pay may be requested. Application for purchase of the leave must be made by May 1st of the year following the completion of the leave.
- 3.6 By statute, a maximum of 5 years leave without pay may be established as pensionable during a Staff Member's entire period of service under the PSPP, including service with other employers. Staff Members who commence parental leave after June 30, 2003 may have up to an additional 3 years of leave without pay recognized as pensionable service.
- 3.7 Staff Members in receipt of Worker's Compensation disability payments must continue to participate. The Staff Member and the University continue to pay contributions.
- 3.8 Staff Members receiving benefits under the Short Term Disability Plan or Long Term Disability Plan must continue to participate. The University is responsible for both the employee and employer share of contributions.

Approved by

President, November 22, 2004

Amended Date/Motion No.

Related References, Policies, and Procedures

AUPE - Article 1.01

[Staff Leaves - AUPE and Excluded Support Staff Policy \(120 003\)](#)



Applicable Legislation/Regulation

[Public Sector Pension Plans Act](#)

[Public Sector Pension Plans \(Legislative Provisions\) Regulation \(A.R. 365/93\)](#)

[Public Service Pension Plan Regulation \(A.R. 368/93\)](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources. For further information, please contact the Compensation and Benefits Administrator or the Return to Work and Benefits Coordinator.

Keywords

eligibility, retirement income, service