
Public Service Pension Plan (PSPP) Policy

Policy Sponsor:	Vice President, Finance and Administration
Policy Contact:	Director, Human Resources
Policy Number:	N/A
Effective Date:	December 8, 2016
Approval Group:	Governors of Athabasca University
Approval Date:	December 8, 2016, Motion # 182-03
Review Date:	Biennially
Procedure:	Public Service Pension Plan Procedure

Purpose

To define the pension benefit provided by Athabasca University (the University) to eligible Staff Members through the Public Service Pension Plan (PSPP).

Definitions

Agreements	The Collective Agreements between the Governors of Athabasca University and Alberta Union of Provincial Employees (AUPE) Local 69 or Canadian Union of Public Employees (CUPE) Local 3911.
AUPE	Alberta Union of Provincial Employees, Local 69, and its members.
Combined Pensionable Service (CPS)	The total number of years of pensionable service earned with the same employer by a Staff Member who has moved between the Universities Academic Pension Plan (UAPP)



and the PSPP after 1993 with no break in pensionable service.

CUPE

Canadian Union of Public Employees, Local 3911, and its members.

Excluded Support Staff

Staff Members in support roles who are not otherwise represented by one of the Certified Collective Bargaining Representatives. This designation generally relies on legislative/regulatory criteria (i.e., the Alberta *Public Service Employee Relations Act*) and the nature of the employment work assigned by the University.

Full-time

Regularly scheduled hours of work not fewer than 30 hours per week over a normal working year.

MEPP

Management Employees Pension Plan as administered by Alberta Pensions Services Corporation (APS).

Normal Working Year

The year specified by Athabasca University as the annual payroll pay period cycle.

Non-pensionable Salary

Earnings on which pension contributions are not calculated.

Part-time

Regularly scheduled hours of work must be a minimum of 14 hours per week (728 hours over a normal working year) and must be less than 30 hours a week.

Pensionable Service Full-time Equivalency

The base unit for determining Full-time is 1820 hours per Normal Working Year (pro-rated for part-time service).

Permanent

A Staff Member who has no pre-determined date on which employment will end, this includes a Permanent Staff Member temporarily assigned to a non-Permanent position.



PSPP	The Public Service Pension Plan as administered by Alberta Pensions Services Corporation (APS).
Staff Members	Permanent or Temporary employees as defined in the Agreements and those employees who have been hired on an Excluded Support (permanent or temporary) employment contract.
Temporary	A Staff Member who is hired for a contractually limited period, for non-Permanent Full- or Part-time employment where there are pre-determined dates on which employment will begin and end.
Term Appointment	The contractually limited period for which a Temporary Staff Member is hired. The start date and end date are pre-determined and stated in the employment contract.
YMPE	Year's Maximum Pensionable Earnings as defined by the Canada Revenue Agency (CRA) within the meaning of the Canada Pension Plan.

Policy Statements

The University recognizes the provision of employee pension plans as an important benefit in a Staff Member's preparation for a secure level of retirement income and for those additional benefits in the event of death, disability, or termination of employment.

Athabasca University is committed to the provision of contributions to, and the administrative requirements for, pension plans in accordance with pension legislation and regulations, terms and conditions of employment, and the respective collective agreements in place.

The Public Service Pension Plan (PSPP) established through the *Public Sector Pension Plans Act* and Regulations, as administered by Alberta Pensions Services Corporation, will be the pension plan provided by the University to eligible Staff Members who are members of the AUPE Local 69, who are members of CUPE Local 3911, and for Staff Members of the Excluded Support Staff group.

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



The University is responsible to ensure that Staff Members are informed of their participation in PSPP and to inform them of their means of access to this Policy, the applicable legislation and regulations, and the terms and conditions of the PSPP.

As a contributor to, and beneficiary of the PSPP, eligible Staff Members have a responsibility to understand and comply with the legislative and regulatory requirements of the PSPP, the terms and conditions of employment, and the applicable University policy and procedure with respect to their participation in the PSPP.

Eligible Staff Members are able to participate in only one Athabasca University approved pension plan at a time while employed with Athabasca University.

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

Applicable Legislation and Regulations

Alberta [Public Sector Pension Plans Act](#)

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

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

Canada [Income Tax Act](#)

Related References, Policies, Procedures and Forms

[Public Service Pension Plan Procedure](#)

[PSPP Member Handbook](#)

[AUPE- Governors of Athabasca University Collective Agreement](#)

[CUPE – Governors of Athabasca University Collective Agreement](#)

History

Governors of Athabasca University – Human Resources Committee, December 8, 2016,
Motion # 182-03 (approved)