

HR: BEN08 – Local Authority Pension Plan

Originated: Dec. 2010
Review: Sept. 2020
Revised: Dec. 2016
Approved: Sept. 2020

POLICY:

The Library Board will maintain membership in the Local Authority Pension Plan (LAPP) for eligible employees.

PURPOSE:

The purpose of this benefit is to provide regular full-time employees with a Pension Plan that provides employee and employer contributions.

PROCEDURE:

1. All regular full-time employees must fulfill a twelve-month waiting period from the date of their assignment to regular full-time status prior to enrollment in the LAPP plan. Note: LAPP classifies FT as working more than 24 per week.
2. Employees in a casual, temporary status or regular part-time position of less than 25 hours per week are not eligible for enrollment in the LAPP.
3. The Library Director and the Administrative Assistant will be designated the Primary Users of the Alberta Pensions Services Employer Online Services and will be held responsible for compliance with all LAPP policies and procedures and filing of required documentation on behalf of the employer. ♦