



APPENDIX E - RRSP Letter of Understanding

Employee Name:

Title:

Address:

Northern Lights Library System

5615- 48 St, Postal Bag 8

Elk Point, AB T0A 1A0 780-724-2596

Self-Directed Retirement Savings Plan
(Employee chooses the financial institution)

The Northern Lights Library System recognizes that a pension plan represents a required employee benefit, which provides for retirement income. A Registered Retirement Savings Program is available after three (3) months of employment or the granting of permanent status, whichever occurs first, with benefits available back to the date of regular employment start with NLLS.

NLLS shall contribute up to five per cent (5%) of each employee's gross regular salary/wage on a matching basis. Contributions by both employee and employer shall be deposited by NLLS with their payroll into an account with a Canadian Financial institution.

It is the employee's responsibility to supply the NLLS Finance Officer with the bank account information or any changes to the bank account for the RRSP payment to be deposited into each month. Employees are to submit a copy of their T4RSP slip from their bank provider to NLLS for confirmation that the employee's matching contribution has been deposited into an RRSP account.

NLLS Employee

Date

NLLS Representative

Date