



HUM-015.....Local Authorities Pension Plan

Current Revision: 31.Jan.04

POLICY

All eligible City staff shall be enrolled in the Local Authorities Pension Plan (LAPP).

DEFINITIONS

- *Permanent* – there is no foreseen end to employment other than retirement. Persons hired for specific periods under contracts do not have permanent employment even if their contracts are extended from year to year without a break in service.
- *Full-time Permanent* – the employee regularly works the normal hours per week specified for a particular position over the period of a normal working year. For some employee classifications, normal hours of work per week are 37.5 and for others the normal hours of work per week are 40.
- *Part-time Permanent* – the employee works fewer than the normal hours per week specified for the position but not less than 1000 hours over a normal working year. For purposes of this policy, permanent part-time status requires that the employee must be engaged for a minimum of three years of continuous service for not less than 1000 hours per year.
- *Non-contributory* – leave without pay during which the employee does not pay contributions.

PROCEDURES

Detailed procedures for administration of Local Authorities Pension Plan enrollments are contained in the Local Authorities Pension Plan Administration Instruction Manual.

City Manager