

# County of Lethbridge Policy Handbook

**EFFECTIVE:** August 2, 2012

**SECTION:** 100 NO. 159 Page 1 of 2

**APPROVED BY:** County Council

**SUBJECT:** Local Authorities  
Pension Plan (LAPP)

**REVISED DATE:**

## **PURPOSE**

The guidelines set out in this policy ensure employees entitled to benefits of the Local Authorities Pension Plan (LAPP) are enrolled according to the membership requirements.

The County of Lethbridge will maintain compliance with all mandatory membership criteria.

## **PROCEDURES**

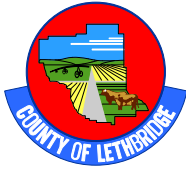
The Local Authorities Pension Plan is a defined benefit plan that both eligible employees and the County of Lethbridge as the employer contribute to.

### **Mandatory Membership / Enrollment.**

1. Employees shall participate in the Local Authorities Pension Plan upon appointment to a full time permanent position.
2. The County of Lethbridge will enroll all permanent, full-time employees in the LAPP *immediately* if they are transferring from an existing LAPP employer or reciprocal partnership without interruption in service.
3. "Full Time" status is considered to be 30 hours per week and greater and "Permanent" status is based on continuous employment (no end date specified in offer of employment)
4. On enrollment, the County of Lethbridge will provide new members with a hard copy of this policy and will notify LAPP, who will provide the employee with further details on plan membership. The LAPP member handbook can be found on the employee section of the LAPP website.

### **Non-qualifying Employees:**

1. Part-time employees may also join the Local Authorities Pension Plan provided they meet the requirements of the plan in order to participate.



## County of Lethbridge Policy Handbook

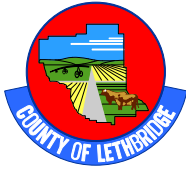
**EFFECTIVE:** August 2, 2012      **SECTION:** 100    **NO. 159**    Page 2 of 3  
**APPROVED BY:** County Council      **SUBJECT:** Local Authorities  
Pension Plan (LAPP)  
**REVISED DATE:**

---

2. Employees who work “full-time” hours on a term or temporary contract (including a Visa or work permit), where an employment end date is specified, will not be enrolled in LAPP.

Other information – for members:

1. Employees are encouraged to register and access on-going updates about their membership by activating their accounts on-line at: [www.lapp.ca/my pension plan](http://www.lapp.ca/my pension plan).
2. As part of the enrollment process, employees must define a “pension partner” (see the Member Handbook for criteria) and beneficiaries.
3. “Pensionable Salary” refers to an employee’s basic salary plus any acting pay they may receive while covering for another employee during their absence. Contributions are made through payroll deduction and the County of Lethbridge contributes 1% more than the employee.
4. LAPP’s “vesting period” is two years from enrollment:
  - a) If you end your employment with the County of Lethbridge within two years of LAPP membership, you are not eligible to receive a pension. You will be required to invest all contributions from this period based on a number of options presented in the “Benefit Options Package”.
  - b) If you end your employment with the County of Lethbridge after two years of LAPP membership, you are eligible to receive a pension at retirement. If you end employment *without* retiring, a number of investment options are outlined in your Member Handbook).
5. “Pensionable Service” refers to the number of years of eligible and qualifying employment.
6. “Optional Service” – the County of Lethbridge will allow employees to “buy back” service following an unpaid leave of absence or maternity leave at the request of the employee.



# County of Lethbridge Policy Handbook

**EFFECTIVE:** August 2, 2012

**SECTION:** 100 **NO.** 159 **Page** 2 of 3

**APPROVED BY:** County Council

**SUBJECT:** Local Authorities  
Pension Plan (LAPP)

**REVISED DATE:**

---

The County is responsible for paying the employer share of contributions on the first year of Leave Without Salary or Parenting Leave Without Salary purchased by an employee. This applies to both contributory and non-contributory leaves purchased on a contribution cost basis.

7. Further information and details about your plan membership are available from:
- a) The Human Resources Manager or the Payroll and Benefits Administrator at the County of Lethbridge.
  - b) LAPP directly at: 1-780-427-5447

Employee Name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_