



Participation Requirements

This document applies to Support Staff appointed to a position subject to the collective agreement with the Non-Academic Staff Association.

MANDATORY

Employees who meet the following criteria must be enrolled in PSPP:

- Permanent (regular) employees appointed to a continuing position of 30 or more hours per week.
- Temporary employees appointed as auxiliary salaried, where the terms of the contract specify that the employment is to last for a period greater than one year and the regularly scheduled hours are not less than 30 hours per week.

VOLUNTARY

Employees who meet the following criteria have the option to enroll in PSPP:

- A part-time (regular) employee appointed to a position with regularly scheduled hours between 14 and 30 per week will have a one time irrevocable option to join the pension plan upon appointment. If they decline to participate in the pension plan, they will not be eligible to join the plan at a later date unless they move to a mandatory participation position.
- A part-time auxiliary salaried employee where the terms of the contract specify that the employment is to last for a period greater than one year and the regularly scheduled hours are between 14 and 30 per week, will have a one time irrevocable option to join the pension plan upon appointment. If they decline to participate in the pension plan, they will not be eligible to join the plan at a later date unless they move to a mandatory participation position.

Please note: in order for part-time employment to be eligible under the plan, the terms and conditions of each separate employment arrangement must meet the criteria of at least 14 hours per week and less than 30 hours per week and employment for a term greater than one year. For example, an appointment of 12 hours per week for 13 months cannot be joined with another position for the purposes of participating in PSPP.

Newly hired part-time employees will be provided with PSPP documentation for consideration.

EXCLUDED

Employees who meet the following criteria do not participate in PSPP:

- Any married female who elected not to participate prior to July 1, 1976.
- Temporary employees appointed as auxiliary hourly or auxiliary salaried, where the terms of the contract period specify that employment is one year or less, or regularly scheduled hours are less than 14 per week.
- Employees in receipt of a retirement benefit from PSPP, Management Employees Pension Plan, or the Public Service Management (Closed Membership) Pension Plan.
- Employees who are appointed to an eligible position on or after the date they attain age 71.

Please note: if there is a re-appointment of an auxiliary hourly or auxiliary salaried employee, an evaluation will be done to assess if the appointment is ongoing and to ensure that the reason for the subsequent appointment was not to circumvent the pension participation policy.

Pension Commencement

Employees in a mandatory participation position will join PSPP on the date of their appointment.

Employees who have a voluntary option of participating in PSPP will have 90 days from the date of their appointment to inform the employer, in writing, of their intent to join the pension plan. Pension participation and contributions will begin on the first of the month following notification to the employer.

Appointment Changes

A change to the terms of your employment may impact your participation in PSPP.

- When an employee changes from a mandatory participation position to a part-time position, the employee can inform the employer, in writing, of their intent to withdraw from the pension plan as a result of the change in their employment. This decision shall be irrevocable until a termination of employment occurs with the University of Alberta or the employee is appointed to a mandatory participation position.
- If a participating employee moves to an auxiliary salaried position without a break in service, pension deductions will continue.

If you have questions regarding this policy, please contact the Staff Service Centre.

Effective January 1, 2018

Last updated December 1, 2023