### Operating & Trust Support Staff

**PENSION & BENEFITS for CONCURRENT JOBS / POSITIONS**

- **This Tip Sheet applies when:** an employee keeps his/her current part-time job / position and each of the jobs / positions has (as a minimum) 40% of a full-time workload.
- The term “benefits” refers to those listed in the Collective Agreement: 1) Supplementary Health Care (including vision), 2) Dental Insurance, 3) Basic Group Life Insurance, 4) Critical Illness Insurance, 5) Long Term Disability (LTD), 6) Occupational Accidental Death and Dismemberment Insurance, 7) Employee & Family Assistance Plan, 8) Personal Spending Account, 9) Health Spending Account, and 10) Public Service Pension Plan *. Other optional insurance programs are also available at employee cost.

<table>
<thead>
<tr>
<th>Employee Type in Current Job / Position</th>
<th>Length of Appointment for the Additional Job / Position (not Regular)</th>
<th>Action</th>
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</table>
| Casual 1                               | ≤12 months                                                          | • Additional work is Casual 1 until 1000 hours are reached  
• Benefits: none  
• Pension: none  
>12 months                              | • Additional position is Auxiliary                                  
• Benefits: Enrolled for the Auxiliary position only  
• Pension: Enrolled for the Auxiliary position if eligible * |
| Casual 1 FT Student                     | ≤12 months                                                          | • Additional work is Casual 1 FT Student  
• Benefits: none  
• Pension: none  
>12 months                              | • Additional work is Auxiliary (by appointment only)               
• Benefits: Enrolled for the Auxiliary position only  
• Pension: Enrolled for the Auxiliary position if eligible * |
| Casual 2                               | ≤12 months                                                          | • Additional work is Casual 2 until 1707 hours are reached  
• Benefits: none  
• Pension: none  
>12 months                              | • New position is Auxiliary                                        
• Benefits: Enrolled for the Auxiliary position only  
• Pension: Enrolled for the Auxiliary position if eligible * |

**Auxiliary ≤1707 hours**  
Original appointment >12 months in length

| ≤12 months                              | • Additional position is Casual 1 (until 1000 hrs) or Casual 2 (until 1707 hrs)  
• Benefits: Enrolled for the Auxiliary appointment only  
• Pension: Enrolled for the Auxiliary position if eligible * |
| >12 months                              | • Additional position is Auxiliary                                  
• Benefits: Enrolled for both Auxiliary appointments  
• Pension: Enrolled for both Auxiliary positions if eligible * |

**Auxiliary >1707 hours**  
Original appointment ≤12 months in length

| ≤12 months                              | • Additional work is Auxiliary                                     
• Benefits: 10% pay-in-lieu on both Auxiliary positions  
• Pension: none  
>12 months                              | • Additional position is Auxiliary                                  
• Benefits: Enrolled for Auxiliary >12 month appointment  
10% benefit pay on Auxiliary <12 month appointment ceases  
• Pension: Enrolled for Auxiliary > 12 month appointment if eligible * |

**Auxiliary >1707 hours**  
Original appointment >12 months in length

| ≤12 months                              | • Additional position is Auxiliary                                  
• Benefits: Enrolled for Auxiliary >12 month appointment  
• Pension: Enrolled for Auxiliary >12 month appointment if eligible *  
>12 months                              | • Additional position is Auxiliary                                  
• Benefits: Enrolled for both Auxiliary appointments  
• Pension: Enrolled for both Auxiliary positions if eligible * |

**Regular Recurring or Part-Time**

| ≤12 months                              | • Additional work is Auxiliary                                     
• Benefits: Enrolled for the Regular position  
• Pension: Enrolled for the Regular position if eligible *  
>12 months in length                     | • Additional position is Auxiliary                                  
• Benefits: Enrolled for both positions  
• Pension: Enrolled for both positions if eligible * |

* Pension Eligibility Criteria: please contact your Pension & Benefit Advisor for more information on pension eligibility.

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This bulletin is produced by Human Resources Consulting Services at the University of Alberta. For more information on this topic, please contact your Employment & Pay Advisor at 780-492-4555.

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