

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: C-02
POLICY: Pension Plan			
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POLICY STATEMENT:

All full-time employees join the Ontario Municipal Employees Retirement System (OMERS). Subject to enrolment requirements, part-time employees may participate in the OMERS pension system. It is also mandatory to participate in the Canada Pension Plan.

PROCEDURE:

1. Consult the appropriate Collective Agreement for any deviations to the following procedures.
2. Documentation is completed at the time of hire and submitted to the Payroll Office. Employee contributions are made through payroll deduction.
3. Enrolment is mandatory for full-time employees from the first day of employment and premiums are shared by the employee and the County.
4. When a full-time employee transfers from full-time to part-time the OMERS pension contributions continue.
5. Subject to specific legislated conditions, a part-time employee may participate in the OMERS plan. These conditions are:
 - (a) Effective January 1, 1988, any employee who, in each of two (2) consecutive calendar years:
 - (i) Has earned not less than thirty-five percent (35%) of the Year's Maximum Pensionable Earnings under the Canada Pension Plan.
 - (ii) Has worked 700 hours.
 is given the option to join the pension plan.
 - (b) In a multi-employer setting the criteria are measured against any participating employer, not just one. Also, an employee's membership, once gained, may not be lost if the criteria are not met in the subsequent year. This is the same as current OMERS rules.
 - (c) Waiver forms are completed every two years by part-time employees who qualify for, but choose not to participate in, the OMERS Plan.

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- (d) For part-time employees participating in OMERS, premiums are shared by the employee and the County.
6. A waiver form is signed by any new part-time employee who elects not to participate in OMERS (Appendix A).
 7. Details of the OMERS Plan are outlined in a brochure available from the Human Resources Department or Payroll Office.

APPENDIX A:

[OMERS Waiver Form 103](#)