



IMPORTANT

College Pension Plan Enrolment Eligibility

The *Public Sector Pensions Plan Act* and the *College Pension Plan Regulation* govern the requirements for enrolment in the College Pension Plan. For employees hired after September 1, 1999, the enrolment criteria is as follows:

MANDATORY ENROLMENT

If you are an employee in a **permanent position**, enrolment in the College Pension Plan is **mandatory**. If enrolment is mandatory for you, please complete the "College Pension Plan Enrolment Form" enclosed and return it to Human Resources with your signed offer letter.

Your pension contributions will continue regardless of any change in your employment status (e.g. full-time to part-time, permanent to non-permanent) until termination of employment.

OPTIONAL ENROLMENT

If you are an employee in a **non-permanent position** (e.g. temporary, term, non-regular, contract), enrolment is **optional** until the date at which your earnings in a calendar year meet or exceed 50% of the year's maximum pensionable earnings (YMPE) as established by the Canada Pension Plan.

- (1) **If you choose to enrol** in the pension plan, complete the enclosed "**College Pension Plan Enrolment Form**" and return it to Human Resources immediately.

OR

- (2) **If you choose not to enrol** in the pension plan at this time, complete the attached "**Waiver of Pension Coverage**" form and return it to Human Resources immediately.

To indicate your choice, you must complete and return EITHER the (1) enrolment or (2) waiver form promptly to Human Resources.

Once enrolled in the pension plan, your contributions will continue regardless of any change in your employment status (e.g. full-time to part-time, permanent to non-permanent) until termination of employment.

If you submit a waiver form, it will be kept on file until you revoke it or until such time as you are required to enrol (e.g. your employment status changes to permanent requiring or your earnings reach 50% of the YMPE).

**Subject to change*

If you require assistance or clarification, please contact your [Pension & Benefits Coordinator](#) in Human Resources or the **College Pension Plan** toll-free at 1-888-440-0111.

For additional information, please visit the **College Pension Plan website** at www.college.pensionsbc.ca.



COLLEGE PENSION PLAN ENROLMENT FORM

Please complete and return form promptly to Human Resources at:
Okanagan College, 1000 KLO Road, Kelowna, BC V1Y 4X8
Fax: (250) 862-5621 Phone: (250) 762-5445, ext. 4603

Last Name:	Given Name(s):	Social Insurance No. <i>(last 3 digits only)</i>	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	Employee ID # <i>(if known)</i> :	Year of Birth:	
Employee Mailing Address: <i>(include street, city/town, province and postal code)</i>			
Employee Home Phone: <i>(include 10 digits)</i>			
Are you currently in receipt of a pension benefit from the College Pension Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, you will continue to receive your pension and cannot enrol or contribute to the Plan.</i>			
Spouse/Partner Last Name:	Spouse/Partner Given Name(s):	Spouse/Partner Date of Birth: (YYYY/MM/DD)	
Complete a "Nomination of Beneficiary Form" ONLY if you do NOT have a spouse/partner OR if you wish to name a beneficiary other than your spouse/partner. Form available on-line at www.college.pensionsbc.ca.			
Employee's Signature:	Date Signed: (YYYY/MM/DD)		
Employee Group (check applicable): <input type="checkbox"/> Admin <input type="checkbox"/> Faculty <input type="checkbox"/> Vocational <input type="checkbox"/> CE, DE &/or Invigilator			
Employee Department:			
HUMAN RESOURCES USE ONLY			
Employee Group: 10GENERL	Original Hire Date:	Current Hire Date:	Contribution Start Date:
Organization Name: Okanagan College	Org ID 001799	Date Processed:	
Distribution: <input type="checkbox"/> Pension Plan <input type="checkbox"/> Payroll / Personnel File	Initial		