



Municipal Pension Plan Enrolment Eligibility

The *Public Sector Pensions Plan Act* governs the requirements for enrolment in the Municipal Pension Plan. The enrolment criteria are as follows:

IMPORTANT

Please complete either an enrolment or waiver form and return it to Human Resources

MANDATORY ENROLMENT:

Regular Full-time = enrolment in the Municipal Pension Plan is **mandatory** for all employees hired into regular full-time appointments.

Existing Municipal Pension Plan Member = if you are currently enrolled in the Municipal Pension Plan at another employer or have contributed to the Municipal Pension Plan in the last 30 days, you are required to enroll and contribute through Okanagan College regardless of your appointment category.

Please complete the pension enrolment form only and return it to Human Resources.

If you are in receipt of a monthly pension, complete a "Re-Employment of a Retired Member" form available by request from Human Resources.

OPTIONAL ENROLMENT *for Regular part-time of 17 1/2 hours per week or more:*

Enrolment in the Municipal Pension Plan is **optional** by Board for Support Staff with the following appointment category:

- Regular part-time (50% or more)

Please complete either an enrolment or waiver form and return it to Human Resources. If you elect to enroll, your pension contributions will begin three months after permanent hire date.

OPTIONAL ENROLMENT *after meeting both pension eligibility criteria:*

Enrolment in the Municipal Pension Plan is **optional** for Support Staff with the following appointment categories **after meeting pension eligibility criteria:**

- Regular part-time (less than 50%)
- Sessional full-time
- Sessional part-time
- Non-Regular Support Staff appointments/Student employees

ELIGIBILITY CRITERIA for optional enrolment:

1. earnings of 35% of Year's Maximum pensionable earnings (YMPE) in each of two consecutive years, PLUS
2. two years of continuous employment at Okanagan College.

Please complete either an enrolment or waiver form and return it to Human Resources. If you elect to enroll, your pension contributions will begin after you meet the eligibility criteria noted above (contribution start date will be at least a minimum of two years from first hire date).

Please refer to the "Guide for Plan Members" available on the Municipal Pension Plan website at www.mpp.pensonsbc.ca for additional information or contact your [Pensions & Benefits Coordinator](#) in Human Resources.



MUNICIPAL 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> ()	
1. Are you currently a contributor to the Municipal Pension Plan? If yes, you will be enrolled immediately.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Have you contributed to the Municipal Pension Plan in the last 30 days? If yes, you will be enrolled immediately.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are you currently in receipt of a pension benefit from the Municipal Pension Plan? If yes, please complete a "Re-Employment of a Retired Member" form available by request from Human Resources.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Spouse/Partner Last Name:		Spouse/Partner Given Name(s):		Spouse/Partner Date of Birth: (YYYY/MM/DD)	
Complete a "Nomination of Beneficiary Form" if you do <u>NOT</u> have a spouse/partner or if you wish to name a beneficiary other than your spouse/partner.					
Employee's Signature:				Date Signed:	
Employee's Department:					
Contribution Start Date for Municipal Pension <i>(please check the applicable box after reviewing the enrolment criteria)</i>:					
If you answered "Yes" to either of question 1 or 2 above, please check box A:					
A. <input type="checkbox"/> Existing Municipal Pension Plan member = Mandatory enrolment beginning on date of hire					
B. <input type="checkbox"/> Regular Full-time = Mandatory enrolment beginning three months from permanent hire date					
C. <input type="checkbox"/> Regular Part-time (17.5 hours per week or more) = Optional enrolment beginning three months from permanent hire date					
D. <input type="checkbox"/> Other (Sessional, Non-Regular Support Staff, Student Employees) - Met Eligibility Criteria of 35% of YMPE earnings in two consecutive years PLUS two years continuous employment at Okanagan College = Optional Enrolment beginning on pay period following submission of enrolment form.					
HUMAN RESOURCES USE ONLY					
Employee Group: 04GENEERL		Original Hire Date:		Current Hire Date:	
Organization Name: Okanagan College		Org ID 001799		Contribution Start Date:	
Distribution: <input type="checkbox"/> Pension Plan <input type="checkbox"/> Payroll / Personnel File				Date Processed	
				Initial	

