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**ADMINISTRATIVE PROCEDURE 417**  
**LOCAL AUTHORITIES PENSION PLAN (LAPP)**

**Background**

Grande Yellowhead Public School Division offers Local Authorities Pension Plan (LAPP) to all eligible support staff. Participating employers of the Local Authorities Pension Plan (LAPP) are required to have an adopted policy / administrative procedure stating eligibility.

**Procedures**

1. Participation in the LAPP will be based on the following eligibility criteria:
  - 1.1 After completing a probationary period of one year, participation in LAPP is mandatory for all regular non-teaching employees whose scheduled hours of work are 30 hours per week or greater over the entire service year.
  - 1.2 Non-teaching employees employed on a 10 month basis and scheduled hours of work are 20 hours per week or greater shall have the option to participate in LAPP after completing a probationary period of one year.
  - 1.3 Non-teaching employees who are considered a substitute or term appointed employee, or work less than 20 hours per week, are not eligible to participate in LAPP.
  - 1.4 Employees employed on a 10 month basis and not covered under the CUPE Collective Agreement who are presently enrolled in the plan will be grandfathered and must remain in the Plan.
  - 1.5 Once employees have been enrolled, they remain members until they leave employment or work less than 20 hours per week.
2. Employees that are employed pursuant to an agreement with outside agencies will be eligible to participate in LAPP but the employee or outside agencies will be liable for employer contributions.

Pensionable salary will be calculated addressing the following pay types:

- 2.1 Included as pensionable salary:
  - 2.1.1 Payments for regularly scheduled hours of work.
  - 2.1.2 Vacation pay

- 2.1.3 Payments for extra hours worked over the regularly scheduled hours that do not exceed 8 hours per day or 44 hours per week.
- 2.2 Not included as pensionable salary:
  - 2.2.1 Overtime Payments
  - 2.2.2 Taxable benefits
  - 2.2.3 Variable payments (i.e. bonuses, lump-sum payments)

Reference: Local Authority Pension Plan  
CUPE Collective Agreement  
Alberta Public Sector Pension Plans Act

Developed: July 1, 2016