

<p>Personnel and Employee Relations 7005</p> <hr/> <p>Support Staff: Conditions of Employment, Compensation, and Benefits</p>	Administrative Application	
	Last Reviewed /Approved on:	January 15, 2020
	References:	Education Support Professionals Conditions of Employment, Compensation and Benefits Policy 12 – Role of the Director
	Status:	Operational

Preamble

In accordance with the Conditions of Employment with Regina Catholic School Division, employees become eligible to participate in the Group Pension Plan upon completion of one year of service.

Application

Comprehensive reference regarding support staff is found in the *Education Support Professional Staff: Conditions of Employment, Compensation and Benefits*.

Employees shall complete an enrolment form to become a member of the pension plan as stated in the *Education Support Professionals Conditions of Employment, Compensation and Benefits* booklet. As a plan member, contributions of 7.50% of your earnings will be deducted semi-monthly, and matched by the School Division, then forwarded to Great-West Life Group Retirement Services for deposit into your pension plan account.

Employees whose contract ranges from .40 – 1.00 FTE are required to submit all paperwork one (1) week prior to their completion of one (1) year of service date. The Support Payroll Administrator will forward all necessary documentation one (1) month prior to the deadline.