

Administrative Application	
Personnel and Employee Relations	Last Reviewed /Approved on: August 14, 2024
7005	References: Education Support Professionals Conditions of Employment, Compensation and Benefits Out of Scope Conditions of Employment, Compensation and Benefits Policy 12 – Role of the Director
Support Staff: Support Staff Group Pension Plan Eligibility	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 (1) year of service.

Application

Comprehensive reference regarding support staff is found in the *Education Support Professional Staff: Conditions of Employment, Compensation and Benefits* and the *Out of Scope 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* and *Out of Scope Conditions of Employment, Compensation and Benefits* booklets during the onboarding process. 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 Canada Life 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. This process is now done through onboarding and payroll will set it up so it automatically will trigger at one (1) year.