

Administrative Procedure 437

SUPPORT STAFF EMPLOYEE PENSION

Background:

The Division shall provide a superannuation plan for all qualified support staff employees subject to the following procedures.

Procedures:

1. With an exception of those employees required to hold teaching certificates, the plan applies to all employees on continuing contracts working 15 hours per week or more.
2. The employee shall participate in the retirement plan effective the first of the month following ten months of his/her continuing employment.
3. Employees will be notified when they are eligible for the plan and shall complete an enrolment application.
4. The Division will match employee contributions as specified in the pension plan documentation.
5. Regular statements regarding the status of an employee's personal pension account will be provided to the employee, in keeping with the practices of the pension plan provider.
6. Upon retirement, the accumulated proceeds of the individual employee's plan may be applied to an annuity in keeping with government regulations and the provisions of the carrier's plan.
7. Government regulations relative to cash withdrawal of pension contributions shall apply.
8. Concerns or questions regarding superannuation are to be directed to the Director or designate.

Reference:

Section 85, 87, 108, 109 Education Act
Saskatchewan Employment Act

Labour Standards Regulations 25, 26

Revised:

September 2015