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1 ENROLMENT

1.1 Enrolling your employee

Enrolment is based on eligibility rules outlined in this chapter.

Once you have determined that an employee is eligible to join the pension plan, you will need to follow the enrolment process.

If you fail to enrol employees as soon as they become eligible to contribute to the plan and they have not signed the *Waiver of Pension Coverage* form, then you will be required to pay the employer's portion of the arrears. See section 2.4.

You are responsible for providing your employee with pension plan information. Your employee can also obtain information from the plan's website, college.pensionsbc.ca.

Once becoming a member of the pension plan, the employee must continue to contribute until termination of employment or the end of the year they turn 71. This means your employees aged 71 may continue working without interruption, but you must stop collecting pension contributions from them.

1.1.1 Member education

The corporation offers a free, eLearning course for new or potential members and webinars aimed at mid-career plan members and those approaching retirement. Members can find a description of the course and webinars on the plan's site, college.pensionsbc.ca. There, they can also access eLearning.

The webinars are regularly scheduled or may be requested by employers and employer/employee associations. The schedule and application are accessed via the secure employer site. All members are welcome to attend the webinars, including those receiving a benefit under an LTD plan.

See section Section 4.1 Eligibility for a pension for more information.

1.1.2 New employees

For plan purposes, a contract employee who is paid directly by an employer and from whom deductions to CPP, EI or other regular employment deductions are made is considered an employee.

It is important for you to know that contract workers are eligible to enrol in the plan where an employer/employee relationship exists. If you need assistance in determining if an employer/employee relationship exists, consult your legal counsel or the CRA website.

Note that we will advise your new employee if they have service with another pension plan administered by the Pension Corporation: Municipal Pension Plan, Public Service Pension Plan, Teachers' Pension Plan and WorkSafeBC Pension Plan, which they may be able to transfer to the College Pension Plan. (See section 2.8 for more information on transferring service.)

Mandatory enrolment

Employees who meet the following criteria must be enrolled and cannot sign a waiver:

- full-time senior administrative staff members,
- full-time employees, including librarians and continuing education instructors, who provide educational services to students,
- part-time senior administrative staff members who earn, in any calendar year, a salary that exceeds 50 per cent of the year's maximum pensionable earnings (YMPE),
- new employees who are already contributing to the plan through another College Pension Plan employer,
- existing employees who begin contributing to the plan through another College Pension Plan employer,
- part-time employees who provide educational services to students, including librarians and continuing education instructors, who earn, in any calendar year, a salary that exceeds 50 per cent of the YMPE.

Optional enrolment

Some employees are eligible to enrol in the plan, but they choose to opt out. To exercise that choice, they must sign a waiver. An employee who does not sign a waiver must be enrolled immediately.

An employee who waives optional enrolment but later meets the criteria for mandatory enrolment must be enrolled immediately.

Employees who qualify for optional enrolment include:

- part-time senior administrative staff members who do not meet mandatory enrolment criteria, and
- part-time employees who provide educational services to students, including librarians and continuing education instructors, who do not meet mandatory enrolment criteria.

Enrolment in the plan is mandatory for any employee who earns in excess of 50 per cent of the YMPE in a calendar year.

The following example illustrates the application of the plan rule:

2009 YMPE = \$46,300

2010 YMPE = \$47,200

2011 YMPE = \$48,300

EXAMPLE

The employee is hired on February 1, 2009 and they sign a waiver. Their earnings are as follows:

2009 Earnings = \$17,000

2010 Earnings = \$22,150

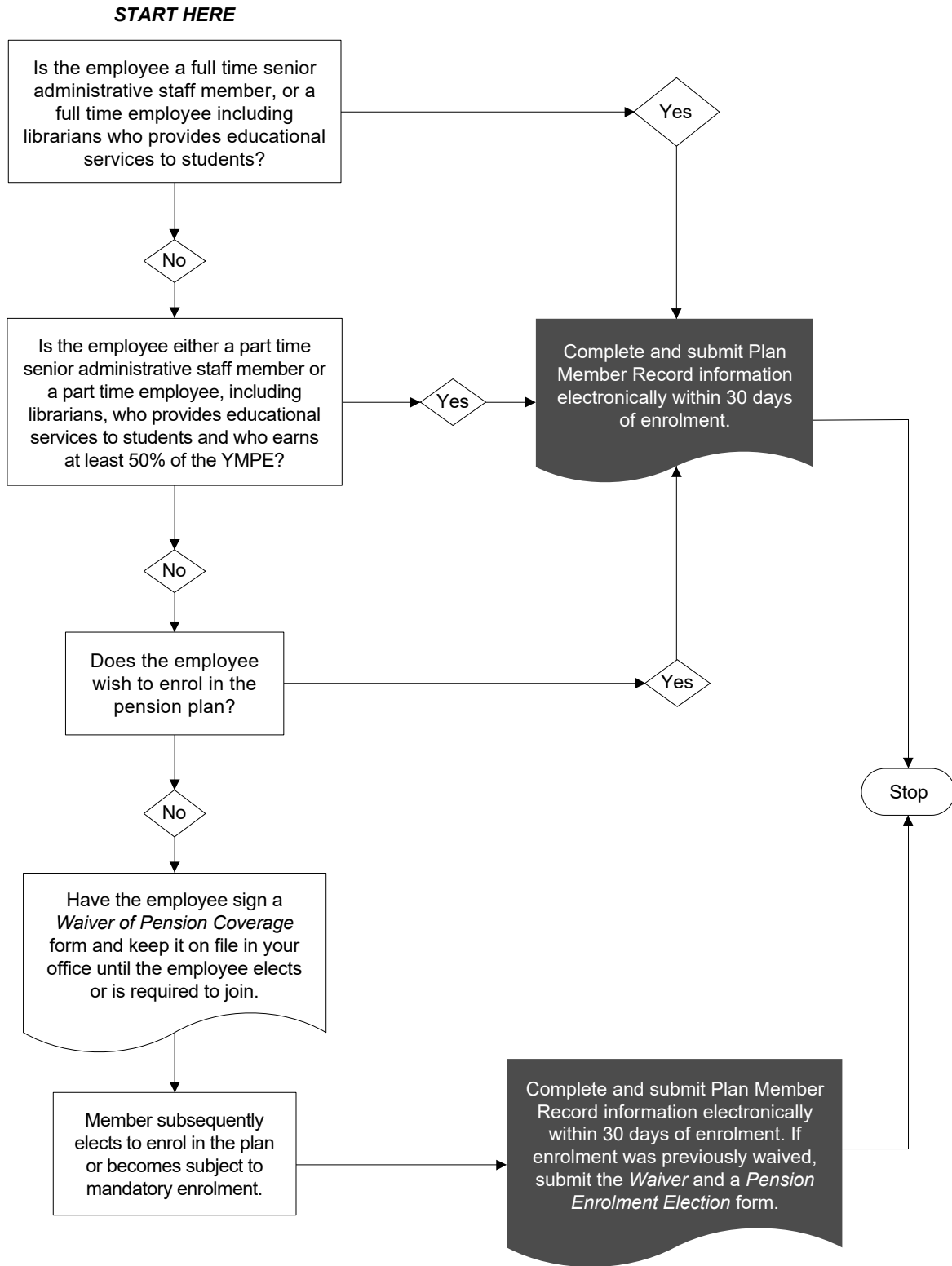
2011 Earnings = \$24,180 year to date (YTD)

This employee reached 50 per cent of the YMPE in 2011 and must be enrolled in the plan.

To comply with the optional enrolment rules, you must obtain a written waiver from all new employees who:

- are not already enrolled in the College Pension Plan,
- are eligible but not required to enrol, and
- do not want to be enrolled.

Enrolment



1.1.3 Once a contributor, always a contributor

Once employees begin to contribute to the plan, they must continue to contribute regardless of any change in their employment status (full- or part-time). These conditions apply provided that there is no termination of employment.

Note that if a member:

- is on vacation,
- is on approved leaves of absence (including sick leave),
- is on short term disability (STD) or long term disability (LTD) under an LTD plan, or
- stopped working but has made an agreement or retains a right (including if the member is on a recall or a seniority list) to resume employment, and
- has made a contribution within one year,

this does not constitute termination of employment for pension plan purposes.

If your new employee earns less than 50 per cent of the year's maximum pensionable earnings in a calendar year, we will provide a reasonable administrative window for you so that your new employees may exercise their option to waive enrolment. We are prepared to reverse the enrolment of a new member if we receive a copy of the written waiver within 30 days of the member's initial eligibility date. If this occurs, you must contact Employer Operations through the message board providing an explanation and attaching a copy of the signed waiver. See section 7.2.1.1 for further information on using the message board.

Once a contributor,
always a contributor.

Outside of this administrative window, the normal "once a contributor, always a contributor" rule applies and enrolment cannot be reversed.

If employment is terminated and the employee is rehired, you must apply enrolment criteria for the employee to become an active plan member again.

1.1.4 Employee “declaration of employment”

To avoid a possible arrears situation, employers should provide plan information to employees when they are hired so they can determine when they might qualify for membership. It is strongly recommended that all new hires—full-time, part-time, auxiliary or casual—be required to sign a declaration indicating that the employee understands their responsibility to inform the employer should they qualify for plan membership through service with another plan employer.

To collect this employee information and signature, you may wish to create a form such as the one below.

Employee “declaration of employment”

1. Are you currently an active member of the plan? An active member can be on a leave of absence, long term disability, or on a recall list. You do not have to be currently contributing to be considered an active member. Y/N
2. Are you currently receiving a retirement benefit from the plan? Y/N
3. I have been provided with an explanation or summary of the pension plan, and of the relevant entitlements and obligations under the pension plan. Y/N
4. I understand how I may combine service and earnings with more than one plan employer to qualify for membership in the plan. Y/N
5. I understand that I must inform my employer if I begin contributions with another plan employer. If I do not inform my employer, enrolment arrears will be billed to me and my employer. I understand I have five years from receiving the notice of arrears or until termination of employment (whichever is earlier) to apply to purchase the arrears period. I understand I have 30 days after termination of employment to apply to purchase service, even if I have become re-employed with another employer under the College Pension Plan. Y/N

Name (please print) _____

Signature _____ Date _____

1.1.5 Employee elects to enrol after waiving

Elects to enrol

You need to submit three forms for employees who elect to enrol after waiving.

Eligible employees who elect not to participate in the plan may later elect coverage under the plan by applying to you for coverage. Enrolment in such cases cannot be backdated. Election of pension coverage is effective the first pay period following the date of application to become a member, and it cannot be cancelled.

If your employee who previously waived enrolment later elects coverage under the plan, provide us with the following:

- a copy of the employee's previously signed *Waiver of Pension Coverage* form,
- a *Pension Enrolment Election* form, and
- a Plan Member Record.

You must complete and submit Plan Member Record information electronically within 30 days of enrolment. See section 7 for information on reporting salary, service and contributions.

Subject to mandatory enrolment

You need to submit two forms for employees whose enrolment becomes mandatory after previously waiving.

If employees who had previously waived enrolment later become subject to mandatory enrolment, you must enrol them. Submit Plan Member Record information electronically within 30 days of enrolment and send a copy of their previously signed waiver form to us.

1.1.6 Employer obligation to provide information

The Guide for plan members contains valuable information that will help your employees learn about plan membership and their pension, which is a provincial legislative requirement of the *Pension Benefits Standards Act* (PBSA).

To meet this legislative requirement, you must provide a paper copy of the guide to your employees on or before their employment date, or at least 30 days before they become eligible to join the plan. A print icon can be found at the bottom of each web page.

Alternatively, you may provide an electronic copy of the guide to your employees. If you choose to do so, you must provide clear, written instructions, which includes the following information:

- where your employees can access the guide (as noted below), and
- if, at any time, they request a paper copy, you must provide it to them.

You can access the guide on the plan's website at college.pensionsbc.ca by entering the search term “guide for plan members” and then clicking Guide for plan members.

You must communicate to your employees when and how they become eligible to enrol. Once an employee is eligible, you must advise them whether their enrolment in the plan is mandatory or optional, and, if enrolment is optional, advise employees that they must provide written waivers if they elect not to contribute. An employee cannot waive enrolment with you if they are an active member through another College Pension Plan employer. You can check an employee's status using the Member Validation tool (see section 1.1.9).

As an employer under the College Pension Plan, it is your responsibility to:

- use the Member Validation tool to determine whether a new employee is already an active plan member,
- explain and provide information to all employees who are not already active members of the pension plan on how to qualify for membership, and
- track each employee's service and earnings with your organization to determine when they qualify for enrolment in the plan based on their service and earnings.

In accordance with section 80 of the *College Pension Plan Rules*, employers must provide us with complete, accurate and timely enrolment information about members. This is necessary for us to administer the plan in accordance with the PBSA.

The Pension Corporation sends Welcome to the Plan enrolment packages to new plan members whom you have enrolled in the plan. Sometimes, these packages are returned to us by Canada Post because of an incorrect address. Twice a month, the returned packages will be bundled and sent to you. You must distribute the returned packages to the respective employees and provide us with their correct addresses.

You can update employee contact information using the Plan Member Record (PMR) Electronic Form or any of the other electronic methods detailed in section 7.5.

1.1.7 *Waiver of Pension Coverage form*



An eligible employee who elects not to contribute must complete the *Waiver of Pension Coverage form*. The signed form is not sent to the Pension Corporation at this time—it is kept on the employee’s file. A copy goes to the employee.

Contributions are not deducted for employees who waive their right to contribute.

1.1.8 *Pension Enrolment Election form*



If your employee waives their right to contribute and later chooses to begin contributions, they must complete a *Pension Enrolment Election form* (see section 1.1.4 for required forms). Contributions cannot be retroactive—they must begin no earlier than the date the *Pension Enrolment Election form* is signed. Members cannot purchase service for which they waived enrolment on or after September 1, 1999 (see section 2 for information on purchasing service). Failure to obtain a waiver signed on or after September 1, 1999 may result in enrolment arrears.

You should have the employee read both sides of the form and you and your employee should complete it together. Make copies for you and your employee. Submit the original to us. Once an employee elects to join the plan, they must continue to contribute until they terminate employment.

1.1.9 Plan Member Record (PMR)

You must complete and submit Plan Member Record information electronically within 30 days of enrolment for every employee who becomes eligible and begins contributing to the pension plan. Plan Member Records must be submitted electronically through the Employer Portal. Click *Employer Reporting > Plan Member Record Electronic Form*. Please see section 7.5.1, Reporting Plan Member Record information, for more information about submitting your PMRs.

A PMR (as well as a *Pension Enrolment Election* form and a copy of the *Waiver of Pension Coverage* form) must be completed and submitted for a member who previously waived their right to contribute and has now asked to be enrolled.

Occasionally, you may have an employee who is eligible and contributes to two different pension plans within your organization (this can happen if you have an employee who works at two jobs covered by different pension plans, e.g., College and Municipal plans). In this event, you will need to apply the appropriate plan's enrolment rules (i.e., service in the Municipal plan would not be used to determine eligibility for enrolment in the plan, and vice versa). Submit separate PMRs for the employee's enrolment in each of the pension plans.

If you are enrolling a group of employees, you have the option of using a report instead of submitting an individual PMR for each employee. Please see section 7.5.1, Reporting Plan Member Record information, for more information.

1.1.10 Member Validation tool

The Member Validation tool is available through the Employer Portal. Click *Employer Reporting > Plan Member Record Electronic Form*. By entering the employee's SIN, you can check if a new employee is an active pension plan member through another plan employer and whether they should be enrolled. If you have existing employees that are not contributing, you can also check if they are contributing through another employer.

1.1.11 Enrollment Report tool

The Enrollment Report tool is now available through the Employer portal. Click *Employer Reporting* along the dashboard, go to *Plan Member Record*, then under actions click *Enrollment Report*. Enter any start and end date parameters, going as far back as the organization's effective date with the Plan, to generate a historical list of active and terminated employees (who have not taken a benefit) with the organization. You can also filter the columns of data to suit your needs.

1.2 Determining a member's beneficiary(ies)

The College Pension Plan pays benefits to a plan member's beneficiary(ies) when the member dies prior to receiving a benefit from the plan. Known as a "pre-retirement death benefit," the benefit is payable to the beneficiary(ies) of a member who dies:

- while an active plan member, or
- after terminating employment, but who has not yet received a benefit from the plan (i.e., does not take a termination benefit and has not started receiving a retirement benefit).

The benefit payable to the beneficiary(ies) is determined in part by who the plan member's beneficiaries are. See section 5 for more information.

With a spouse

If the plan member has a spouse, the spouse is automatically the member's beneficiary. The plan member does not have to complete a *Nomination of Beneficiary* form.

A member's spouse can waive entitlement to the pre-retirement death benefit by completing a *Spouse's Waiver of Beneficiary Right to Benefits in a Pension Plan, Locked-in Retirement Account, Life Income Fund or Annuity Before Payments Start* form and the member can then designate another beneficiary(ies).

Without a spouse

Members without a spouse (or a spouse who waives entitlement by completing a *Spouse's Waiver of Beneficiary Right to Benefits in a Pension Plan, Locked-in Retirement Account, Life Income Fund or Annuity Before Payments Start* or who have a separation agreement, a divorce decree or court order) can nominate

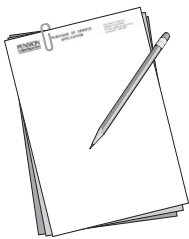
- a person other than the member's spouse,
- a trust,
- an organization such as a charity or society, or
- the member's estate.

A member can nominate multiple beneficiaries with designated shares, and alternates. For more information, see college.pensionsbc.ca/name-or-change-a-beneficiary-before-retirement.

Members can change their beneficiary any time prior to death by filing a new *Nomination of Beneficiary* form.

If the member has no spouse (or the spouse has waived entitlement), and we don't have a valid *Nomination of Beneficiary* form, the benefit will be paid to the member's estate.

1.2.1 Nomination of Beneficiary form



To nominate a beneficiary(ies) other than their spouse, the member should sign in to My Account at college.pensions.ca. Without a nomination, the member's benefit will be paid automatically to their spouse or, for members without a spouse, their estate.

For more information about nominating beneficiaries before and after retirement, visit the plan website:

- [Nominating beneficiaries before retiring](#)
- [Nominating beneficiaries after retiring](#)

1.3 Transferring pension rights

See section 2.7 for more information on pension transfer agreements.

If your employee worked for an employer covered by a pension transfer agreement, you should treat these members as new employees, subject to College Pension Plan enrolment rules.

1.4 Enrolment in the wrong pension plan

A number of employers who participate in pension plans administered by the Pension Corporation have membership in more than one pension plan.

Occasionally, an employer may enrol an employee in a pension plan and find out later that the employee should have been enrolled in a different plan. This can happen, for example, when an employee who should be enrolled in the plan is enrolled in the Municipal plan. In most cases, the correction can be completed through the remittance process. However, in cases where data has been posted to an account, there will be arrears owing in the plan the member *should* have been enrolled in and an ineligible refund payable from the plan they were incorrectly enrolled in.

1.5 Re-employment of retired members

If a retired member—in this case, a person who retired from a College Pension Plan employment and is receiving a College retirement benefit—returns to work, they continue receiving their retirement benefit and do not enrol in or contribute to the plan.

If an employee is receiving a retirement benefit from a different pension plan, or is receiving a pension as a survivor of a deceased member, regular College Pension Plan enrolment rules apply.

1.6 Concurrent employment

If a member accrues more than 12 months of pensionable service in a calendar year, and that service is accrued with one employer, the employer may cap the member's annualized lowest-paid salary, service and contributions at 12 months and only remit contributions on the salary associated with the 12 months of service.

If a single employer does report more than 12 months of pensionable service and salary for a member, the College Pension Plan will cap the annualized lowest-paid salary, service and contributions at 12 months, and we will refund contributions in excess of 12 months of service. Salary and service associated with the refunded contributions will be removed from the member's account. See section 7.3.3.6 for more information.

1.7 Gender identity

Pension Corporation collects gender information for plan administration. Gender information is fundamental as actuaries use this data to help determine the life expectancy of members and whether a pension plan is sufficiently funded.

Members who do not identify as female or male may identify as X. Both the provincial and federal governments allow individuals to change their gender designation to X on government-issued identification such as BC birth certificates, BC driver's licenses, passports and permanent resident cards. In other provinces and territories, individuals may also indicate their gender as X on government identification.

A member updating their gender identity is not required to provide documentation.

The X gender designation recognizes that sex and gender are different concepts that aren't interchangeable.

- "Sex" refers to a person's biological and physiological characteristics, such as male.
- "Gender" refers to how a person feels internally (e.g., a man), and/or the gender a person publicly expresses in their daily life (e.g., at work, while shopping, at home). A person's current gender may differ from the sex they were born and

may differ from what is indicated on their current legal documents. A person's gender may change over time.

1.8 Proof of age and identity

Before receiving a benefit, a plan member must supply the Pension Corporation with proof of age and identity documents. Any spouse or person beneficiary who receives a benefit must provide proof of age and identity as well. A CRA number must be provided for an organization beneficiary.

These documents can be provided at any time prior to receiving a benefit, but we recommend that they be provided at the time of enrolment for the member and the member's spouse.

If documents are in a foreign language, translation may be required. The cost of translation is the member's responsibility. The translator must not be a member of the member's family, and must sign and date the translated document.

1.8.1 Providing the documents

Clear and legible copies of original documents must be provided. The member may submit copies of original documents by mail or upload electronic copies by logging into My Account.

Note that foreign passports and driver's licences must be certified true copies.

Original documents must not be submitted because of the risk of loss or damage and the cost of returning the documents by registered mail.

EXAMPLE

A clear, legible copy of one of these documents is acceptable:

- current Canadian driver's licence
- *BC Driver's Licence and Services Card*
- BC identification card
- *BC Services Card*
- Birth certificate
- Canada Border Services Agency Nexus membership card
- Canadian passport (must be valid and unexpired)
- Canadian citizenship or immigration papers
- Certificate of Indian Status card
- Certificate of Registration of Birth Abroad (RBA)—*document issued by Citizenship and Immigration Canada to Canadian Parents of children born abroad between 1947 and 1977*
- Marriage Certificate (if the date of birth is recorded on the document)
- Ontario Health Card
- Permanent Resident Card (PRC) (must be valid and unexpired)
- **Foreign passport or driver's licence** (must be a certified true copy of a valid, unexpired document)

If the member's name has changed, we require a clear copy of one of the above documents showing the member's current name, or all of their legal change of name documents or marriage certificate(s).

Contact us for acceptable alternative documents if the member's original documents are unavailable. There will be a delay in processing the member's plan benefit if their forms are not completed fully or if documents are missing.

Enrolment checklist

Remember to...

- ☑ Provide your employee with access to the [Guide for Plan Members](#).
- ☑ Advise your employee about the enrolment rules. Have them sign a waiver if they choose not to enrol.
- ☑ Get the employee to sign an *Enrolment Election* form if they choose to enrol at a later date.
- ☑ Ask your employee if they are already retired and receiving a College retirement benefit (see section 1.5).
- ☑ Use the Member Validation tool to confirm if a new employee is a member of the plan.
- ☑ Complete and submit a Plan Member Record for your employee if they choose to join the plan.
- ☑ Ask your employee to sign in to My Account at college.pensionsbc.ca and upload documents to establish proof of age and identity. This documentation is required before plan benefits can be paid.
- ☑ Ask your employee if they wish to nominate any beneficiaries other than their current spouse. If they do, they can nominate one or multiple beneficiaries by logging into My Account at college.pensionsbc.ca.

