



**COLLEGE OF NEW CALEDONIA
Municipal Pension Plan Declaration of Employment Form**

The Municipal Pension Plan rules state that the College must bring employees on as a contributor immediately if they are currently a plan member with another employer or if they were contributing to the Plan within the last 30 days.

If you do not fall under the above criteria, you will become eligible to enroll in the plan as follows:

<p>A: MANDATORY ENROLMENT:</p> <ul style="list-style-type: none"> • Have been appointed as a member of the permanent staff engaged on a full-time basis, or • Have been employed on a continuous full time basis (includes temporary full-time) by the same employer for a period of one year (includes employees who are employed on the basis of at least one year full time employment each year),
<p>B: OPTIONAL ENROLMENT:</p> <ul style="list-style-type: none"> • Part-time employees when the employee has completed 2 years of continuous employment with the same employer and has earnings of not less than 35% of the YMPE in each of 2 consecutive calendar years and elects to contribute to the pension plan.

SUMMARY OF THE MUNICIPAL PENSION PLAN: The Municipal Pension Plan is a defined benefit plan, where your pension is based on your age, your years of pensionable service and the average of your highest five years of salary (not necessarily your last five years). It is not based on your contributions to the Plan or on the investment performance of the Plan’s assets. The advantage of this kind of Pension Plan is that your pension is paid for your lifetime, and may continue for the lifetime of your spouse or eligible dependant (depending on the option you choose at retirement).

For a detailed explanation of the pension plan, and of the relevant entitlements and obligations under the pension plan, please refer to the corporation’s website at www.pensionsbc.ca.

INSTRUCTIONS: As a newly hired employee of the College’s support staff, you are required to complete the following declaration and **return it to the Human Resources Department immediately upon hire.**

DECLARATION OF EMPLOYMENT

1. Are you currently a contributor to the Municipal plan? yes no
2. Have you been in the last 30-days? yes no
3. Are you currently receiving a pension from the Plan? yes no

By checking “yes” for the following (4-6), you are confirming you have read A & B above:

4. I have been provided with an explanation or summary of the pension plan, and of the relevant entitlements and obligations under the pension plan (*see above*). yes
5. I understand how I may combine service and earnings with more than one plan employer to qualify for membership in the plan (*see above*). yes
6. I understand that it is my responsibility to inform my employer of my eligibility to enroll in the plan, if based on employment with more than one plan employer (*see above*). yes

Name of Employee (please print): _____ SIN: _____

Employee Signature: _____ Date: _____

Contact the HR Advisor: Benefits at 250 562-2131 Local 5260 or jensenr@cnc.bc.ca if you have any questions.

HR USE ONLY: Municipal Pension Plan Online Member Validation:			
Current Contributor: <input type="checkbox"/>	Not a Current Contributor: <input type="checkbox"/>	Initials: _____	Date: _____