



### SPECIAL FORCES PENSION PLAN

---

<b>Policy Number:</b>	14/124.02 2022PO
<b>Policy Review:</b>	Every 4 Years or upon Legislative Change
<b>Policy Owner (Dept.):</b>	Human Resources
<b>Reference(s):</b>	Alberta Pension Services Corporation, Special Forces Pension Plan, City/Lacombe Police Association Collective Agreement, Alberta Employment Standards

#### 1. PURPOSE OF POLICY

- 1.1. To provide the parameters of eligibility to participate in the Special Forces Pension Plan (“SFPP”) and outline other factors impacting an employee’s participation in the plan based on the Plan regulations.

#### 2. POLICY STATEMENT

- 2.1. The City recognizes its legal and legislative obligations to ensure compliance with the Alberta Pension Services Corporation and the Special Forces Pension Plan Regulation and is establishing this policy to define eligibility criteria, pensionable earnings, and pensionable service, including leaves.

#### 3. APPLICABILITY

- 3.1. This policy applies to all members of the Lacombe Police Association, the Chief of Police and other senior Policing members, such as Inspector, Deputy Chief that meet the eligibility criteria to participate in the Special Forces Pension Plan.
- 3.2. This Policy comes into effect upon approval of Council.

#### 4. NON-COMPLIANCE

- 4.1. May result in a breach of the terms of the Special Forces Pension Plan Regulations and liability resulting from late or non-enrollment of employees in the pension plan.

#### 5. DEFINITIONS AND ABBREVIATIONS

- 5.1. **Non-contributory earnings** - shall mean all overtime pay, standby pay, on call/call out pay, bonuses, shift premiums, banked time payouts, and non-cash taxable benefits (e.g., Health, and Wellness). This also includes employee expense claim reimbursement and mileage reimbursement.
- 5.2. **Pensionable salary** - shall mean the base pay for the performance of regular duties and acting pay.

## COUNCIL POLICY



5.3. **Plan Regulations** - shall mean the Special Forces Pension Plan Regulations.

5.4. **SFPP** - shall mean the Special Forces Pension Plan.

## 6. ROLES AND RESPONSIBILITIES

### 6.1. Council

6.1.1. Approve the Policy.

### 6.2. Chief Administrative Officer

6.2.1. Ensure administrative compliance with this Policy.

### 6.3. Human Resources

6.3.1. Ensure this Policy meets the Plan Regulations.

6.3.2. Communicate information to employees on the pension plan.

6.3.3. Respond to employee enquiries related to the plan.

6.3.4. Support retiring employees to obtain information necessary to facilitate decision making.

6.3.5. Review and amend this Policy every four years or sooner if legislative standards change.

### 6.4. Finance and Payroll

6.4.1. Ensure employees are enrolled in the plan as provided for in this policy.

6.4.2. Ensure the appropriate contributions are made and submitted to the Pension Plan.

6.4.3. Respond to employee enquiries related to the plan.

## 7. POLICY DETAILS

7.1. Where this Policy and the terms of the Plan are in conflict, the terms of the Pension Plan and Regulations shall prevail.

7.2. The City and the employee shall make contributions in accordance with the provisions of the Plan.

7.3. For eligible employees, enrolment in SFPP begins on the employee's start date.

### 7.4. Eligibility to Participate

7.4.1. Permanent full-time employees, based on 2080 hours per year are required to participate in the pension plan;

7.4.2. As per the Plan regulations, permanent employees working a minimum of thirty (30) hours per week are required to participate in the pension plan;

7.4.3. Permanent part time employees working less than thirty (30) hours per week shall be provided with the option of participating in the plan. The employee's decision must be in writing whether they choose to participate or not.

### 7.5. **Not Eligible to Participate**

7.5.1. Temporary/term employees over or under 12 months;

7.5.2. Non continuous or Casual employees are those employees who may work sporadically;

7.5.3. Officers that are not sworn members;

7.5.4. Officers collecting an SFPP from another agency.

### 7.6. **Collective Agreement and Job Protected Leaves**

7.6.1. Job protected leaves are as defined by Alberta Employment Standards.

7.6.2. Other Leaves are provided and defined by the collective agreement between the City of Lacombe and the Lacombe Police Association.

7.6.3. While an employee is on unpaid leave provided through the collective agreement or job protected leave provided by Employment Standards, for example, reservist leave, compassionate care leave, etc., the leave is treated as a non-contributory leave without salary.

7.6.4. Employees on maternity/parental leave may suspend their pension contributions during the leave. In accordance with the Plan Regulations, the member shall be provided with the opportunity to purchase the service upon their return to work.

7.6.5. Members choosing to continue to make contributions during maternity/parental leave can do so, subject to the Plan Regulations.

7.6.6. Eligibility for the purchase of service shall be in accordance with the Plan Regulations.

### 7.7. **Short Term and Long Term Disability**

7.7.1. While an employee is on short term disability the City will continue to make contributions to the pension plan on the employee's behalf.

7.7.2. While on long term disability, contributions to the pension plan are not required.

### 7.8. **Temporary Layoffs**

7.8.1. While an employee is on a temporary layoff it is considered a non-contributory leave.

7.8.2. If an employee is not recalled or chooses not to return to work after a temporary layoff, the pension termination date is the last day worked and employee will not be offered a buyback option from SFPP.

### 7.9. **Administration of a Buyback**

## COUNCIL POLICY



- 7.9.1. Members can purchase up to five years of eligible of leave as defined by the Pension Regulations, and up to three years of parental leave. Additional years of parental leave can be taken against the five-year amount.
- 7.9.2. For the first year of leave an employee's purchases, City of Lacombe shall pay the employer share of contributions. After the first year of purchased leave, the employee is responsible for paying both the employee and employer's share of contributions.

### 8. END OF POLICY

**Original Signed**

---

Signature of Mayor

**Approved by Council  
February 14, 2022**

---

Date

**Original Signed**

---

Signature of CAO

**Approved by Council  
February 14, 2022**

---

Date

## POLICY RECORD

### APPROVAL AND AMENDMENT HISTORY

Date of Council Meeting	Council Motion Number	Description

### REVIEW HISTORY

Date of Policy Owner's Review	Description/Action Taken or Required