

MEPP is now on Facebook and Twitter!

As you may know, MEPP has more than 700 participating employers and nearly 25,000 members across Saskatchewan so we're always looking at ways to improve how we communicate. To do this, we've created a MEPP Facebook Page and we're also on Twitter.

By using these tools, we can now share MEPP updates with you faster and in a more economical way. For instance, you'll see event postings about upcoming MEPP workshops that you or your employees may be interested in attending. As well, you can learn more about retirement planning from an employer perspective, and get tips on managing your personal finances.

To join the conversation, all you need to do is like us on Facebook (facebook.com/SaskMEPP) or follow us on Twitter (@SaskMEPP). If you're a Facebook and/or Twitter user already, you know the process is quick and simple. Plus, you may be surprised to learn things about MEPP that you didn't know, or if there's a topic you'd like us to discuss, please email your MEPP Customer Focus Coordinator with your ideas!



JOIN THE CONVERSATION

 facebook.com/SaskMEPP

 [@SaskMEPP](https://twitter.com/SaskMEPP)

Casual Employees

Casual employees are considered permanent as there is no end date to their contract. Employers designate their employees as permanent or non-permanent, based on *The Municipal Employees' Pension Plan Act* section 3(1.1).

Employees have to be given the option to join the Plan regardless of the employer designation of permanent or non-permanent status.

Update Your Contact Information

To improve communication with your organization, please update the *Employer Contact Form* and submit it to mepp@peba.gov.sk.ca at your earliest convenience.

Certifying Documents

Please ensure that all documents contain the acceptable certification when submitting to MEPP, this includes:

- 1) the name of the person certifying the document;
- 2) his/her official title or position;
- 3) telephone number;
- 4) the date the document was certified, and;
- 5) the following statement: "This photocopy is a true copy of the original document which has not been altered in anyway."

Employer Administrative Fees

A fee structure is being implemented effective January 1, 2017 due to the frequent missing or inaccurate documents submitted to MEPP.

MEPP is encouraging employers to use the remittance submission and electronic forms available online through the Employer Remittance System to alleviate further discrepancies. The fee explanation is detailed below:

Category	Description
Missing documents for a member, enrolment, termination, return to work forms, etc.	After contacting an employer three times annually to request documentation/forms, a fee of \$30 will be charged to the employer for additional requests.
Late contributions	Late contributions submitted by employers, will be charged \$60 plus interest accrued on the contributions had they been remitted on time.
Arrears	Failure to enrol employees or remit contributions on time will result in a fee of \$60 including interest owing. An additional \$30 per half hour increments will be charged if further time is taken to correct the issue.
Incorrect contribution remittances	After contacting an employer three times, annually, regarding incorrect contributions, a fee of \$60 will be charged. An additional \$30 per half hour increments will be charged if further time is taken to correct the issue.

Potential Hours

Employers must enter the correct potential hours when entering contribution information on the *Payroll Deduction Return (PDR)* form or when uploading electronic remittances.

Potential and actual hours are used when calculating a member's pensionable service, which is used to calculate a member's pension. When calculating potential and actual hours, employees must work a minimum 30 hours and a maximum of 40 hours per week. Please refer to the table below to determine which potential hours amount to use.

Actual hours should never exceed potential hours, unless you have an employee subject to subsection 14(1) (b) of *The Employment Standards Regulations* (Saskatchewan), which applies to road construction and maintenance workers of rural municipalities. For employees to whom the above subsection applies, all hours worked and salary at the regular wage rate should be reported.

Please note - For employees who work overtime or are paid at an overtime rate of pay:

- hours should not be reported;
- salary should not be reported; and
- contributions to MEPP should not be made.

Member is Paid	Hours of work				
Regular hours of work per day	8.00	7.50	7.00	6.50	6.00
Monthly	172	162	150	140	130
Semi-monthly	86	81	75	70	65
Bi-weekly	80	75	70	65	60

The Employer Bulletin is published as a service for the employers of MEPP.
 For further information or clarification, contact MEPP's Customer Focus Coordinator:
 Phone: 306-787-2684 in Regina; Toll free: 1-877-506-6377; Fax: 306-787-0244
 Email: mepp@peba.gov.sk.ca

Please retain this MEPP Employer Bulletin for your reference.