EMPLOYER BULLETIN

PEPP Eligibility Clarification

All permanent employees are required to join the Public Employees Pension Plan (PEPP), regardless of the number of hours worked per week. This is required under the *Public Employees Pension Plan Act*.

Permanent employees are employed on an ongoing basis. This includes: full-time employees, part-time employees, and seasonal employees whose employment is expected to continue from year to year. *Non-permanent employees* are employed on a term or temporary basis, with a definite end date to their employment.

Non-permanent employees must be given the option to join PEPP at the time of hire. If a non-permanent employee decides to join the Plan, he/she cannot withdraw his/her membership while employed with a PEPP employer. As well, if a non-permanent employee decides to join PEPP at a later date, his/her membership will not be retroactive.

Note: Some employers require employees to join the Plan as a condition of employment, whether the employee is permanent or non-permanent.

If a non-permanent employee chooses not to join PEPP at hire, you are required to keep a signed and dated record of it on file. Contact a Customer Focus Coordinator (CFC) if you wish to use PEPP's form letter for non-permanent employees to opt-out of PEPP.

Notification of Pension Contribution Rate Changes

Whenever there is a change in the pension contribution rates for any of your employees, please notify the following groups of the effective date and new contribution rate:

- PEPP;
- all your disability carriers; *and*
- the Public Employees Benefits Agency (PEBA) benefits division (if applicable).

Introducing New RICs

The Public Employees Benefits Agency (PEBA) is pleased to introduce Karen Campbell, Heather McConnell and Lori Nuttall as our new Retirement Information Consultants (RICs). Our RICs have several years of experience in the financial services industry. Karen holds a Certified Financial Planning (CFP) designation and Heather and Lori are working on their CFP designations.

The RICs are facilitating Retire*With*Ease workshops.

Our new RICs: Karen Campbell, Lori Nuttall & Heather McConnell

EMPLOYER BULLETIN

Request for Employee Code Information

The CFCs will soon be writing you to request a complete list of your current employees along with available payroll code information. These codes (employee ID number, employer code, department code and scope code) will identify the contribution rates to be used for Retire@Ease, demographic data, and to eventually allow the removal of the Social Insurance Number (SIN) requirement from contribution listings. Information on the specifics of these codes will be with the letter.

PEPP Overview Presentations

The CFCs are facilitating PEPP Overview presentations. These hour long presentations provide a general introduction on plan provisions, investment funds, basic investing, and other helpful information for new and existing members.

To book a presentation for your employees, call 787-5442 and ask to speak to a CFC or e-mail cfc.pepp@peba.gov.sk.ca.

PEBA Hosted Retire*With*Ease Workshops

Please remind your employees about the Retire*With*Ease workshops hosted by the Public Employees Benefits Agency (PEBA). A list of workshop dates and a registration form is on our website at www.peba.gov.sk.ca; click on the Retire*With*Ease Registration link.

The locations and dates listed on the website are *not* the only dates your employees can attend a Retire*With*Ease workshop. By hosting your own workshop you may:

- Choose the date that works best for you; and
- Have PEPP come to your workplace or you may specify the location.

To book a Retire*With*Ease workshop exclusive to your employees, call 787-2992 and ask to speak to a RIC.

Please retain this PEPP Employer Bulletin for your reference.