



## ADMINISTRATION POLICY

### Participating in the Special Forces Pension Plan

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<b>Policy Number:</b>	<b>HR-TR-003 (D)</b>
<b>Approved By:</b>	<b>Pension Governance Committee (“PGC”)</b>
<b>Effective Date:</b>	<b>2007/09/01</b>
<b>Next Revision Due:</b>	<b>2023/12/31</b>
<b>Department / BU:</b>	<b>People, Innovation and Collaboration Services (“PICS”) / Human Resources (Total Rewards &amp; Healthy Workplace)</b>

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#### GENERAL

The Corporation of The City of Calgary (“The City”) is a participating Special Forces Pension Plan (“SFPP”) employer. SFPP mandates employers to set policies regarding plan administration.

#### PURPOSE

The purpose of this policy is to outline The City’s policies with respect to the SFPP Employer’s Options subject to the provisions of the SFPP plan text and Employment Pension Plans Act (EPPA).

#### DEFINITIONS

**Acting Pay:** pay at a higher level for the performance on a temporary basis of duties at a higher level than the employee’s regular duties.

**Base Rate of Pay:** payment for performing the duties of an employee’s regular position which is referred to as “rank” in the collective agreement.

**Date of Birth Verification:** acceptable evidence as to the Member’s date of birth. Documents used to verify date of birth are as follows:

- One of the following: birth certificate, passport, citizenship card, permanent resident card, immigration papers or naturalization papers; or
- Two of the following: (both must show the date of birth and agree as to year and date): driver’s license, Government of Alberta Identification Card (or similar card from another jurisdiction), Armed Forces or Police Force identification, Alberta Health Care card, baptismal certificate, adoption record or marriage certificate.

**Full-time Permanent/Probationary Employee:** works the number of hours on a continuous basis to satisfy the full time equivalent as defined in the appropriate collective agreement or policy statement.

**Job-share Employee:** in a job-sharing arrangement defined either by the collective agreement or approved by the employer.



**Leave of Absence (LOA):** an approved absence from employment.

**Long Term Disability Insurance (LTDI):** income replacement paid by an insurer.

**Member:** an employee of The City of Calgary who is participating in the SFPP.

**Paid Association Leave:** Member on a LOA paid by the Association to perform Association duties.

**Part-time Permanent/Probationary Employee:** works fewer than the number of hours to satisfy the full time equivalent as defined in the appropriate collective agreement or policy statement.

**Permanent/Probationary Employee:** has no foreseen date or event to signify an end to employment other than retirement. A permanent employee also includes an employee in the probationary period.

**Service Pay:** defined in the collective agreement as pay for completing years of service as a City of Calgary Employee.

**SFPP Approved LTDI:** has been filed with the SFPP Corporation and satisfies the criteria outlined in the SFPP plan text.

**Suspension Without Pay:** employee who is not working and not receiving pay in accordance with The Police Service regulations. This is referred to as Relief From Duty Without Pay in the police service regulations.

**Suspension With Pay:** Employee who is not working, however is being paid in accordance with The Police Service regulations. This is referred to as Relief From Duty With Pay in the police service regulations.

## **POLICY**

### **1.0. Scope/Exceptions**

#### **1.1. Scope**

This policy applies to administration of the SFPP.

#### **1.2. Exceptions**

None identified.

### **2.0 Consequences of Non-Compliance**

Failure to adhere to the items contained in this policy may result in retroactive application for affected employees. Employer conformance with the SFPP plan text is subject to a triennial audit.



### 3.0 RESPONSIBILITY

The PGC approves amendments and exceptions to this Policy and ensures that its delegates administer this Policy.

PICS Human Resources ensures SFPP is administered in accordance with this Policy, ensures compliance with the prescribed procedures within the business units, and recommends amendments hereto, from time-to-time, including amendments to ensure compliance with any applicable legislation or language in collective agreements.

### 4.0. Employer Option Policies

#### 4.1. SFPP Date of Birth Verification

Upon becoming a Member of the SFPP, the Member must provide Date of Birth Verification directly to SFPP.

Upon applying for a retirement pension, death in service pension options and/or optional service request from SFPP, the Member or beneficiary must provide Date of Birth Verification to The City of Calgary Human Resources or Alberta Pensions Services Corporation.

#### 4.2. SFPP Leave of Absence & Long Term Disability

The City has an approved LTDI plan filed with SFPP. This requires an employee or former employee who is in receipt of LTDI benefits to have their pensionable service, salary and contributions calculated as if the employee was actively at work.

An employee who is on an LOA is not permitted to make SFPP contributions while on an LOA, but is entitled to purchase their pensionable service when the leave has been reported to the Plan, either during year end reporting or at termination of employment. Alberta Pensions Services Corporation will forward a buyback proposal to the employee, including terms and conditions.

An employee who is on a Paid Association Leave shall have their pensionable service, salary and contributions calculated as if the employee was actively at work. Pensionable salary shall be based on the remuneration paid to the employee by the union, subject to limits set out in the SFPP plan text.

#### 4.3. SFPP Participation

Participation in the Plan is determined by SFPP plan text, this Policy and applicable collective agreements.

Eligibility for participation in SFPP is as follows:

##### 4.3.1. *Full-time Permanent/Probationary Employees* shall participate in SFPP



from the date they become a sworn police officer. Current City of Calgary practice is to swear in police officers on the date of hire.

Effective September 1, 2019, Part-time Employees who were participating in the plan as Full-time Permanent/Probationary employees, shall continue to participate in SFPP on a part-time basis.

**4.3.2. *Job-share Employees*** who were participating in the plan shall continue to participate in SFPP.

#### **4.4. Prior Service Buyback**

Where an employee elects to make contributions to SFPP for prior service, the entire cost of such prior service shall be borne by the employee.

#### **4.5. Continuation of Participation**

An employee in SFPP must continue to participate while they remain eligible to do so and in accordance with Section 5.0.

#### **4.6. Suspension Without Pay**

A Member who is on a Suspension Without Pay is treated as an LOA.

#### **4.7. Suspension With Pay**

An employee who is on a Suspension With Pay shall have their pension contributions calculated as if the employee was actively at work.

#### **4.8. SFPP Pensionable Earnings**

Pension contributions shall be based on Base Rate of Pay or Acting Pay and Service Pay. For greater clarity, expense allowance, overtime payments, special remuneration and similar compensation are not included in pensionable earnings.

#### **4.9. SFPP Pensionable Service**

**4.9.1.** A Member who is a Full-time Permanent/Probationary Employee and active for 364 calendar days in a 26-pay-period year, or 378 calendar days in a 27-pay-period year, will receive 1.0000 year of pensionable service. If the full time employee was not active for 364/378 days, the active service will be number of calendar days worked divided by 364/378.

**4.9.2.** A Member who is a Part-time Employee or a Job-share Employee will have service calculated as number of hours paid to the employee in the calendar year reported divided by number of hours required by a full time equivalent



position in the corresponding collective agreement.

- 4.9.3. Pensionable service shall not accrue for employees during Suspensions Without Pay, however, employee is entitled to purchase this service by applying directly to HR Support Services. .
- 4.9.4. A reinstatement to earnings which are pensionable to replace a Suspension Without Pay would result in arrears and the employee will be contacted by HR Support Services.
- 4.9.5. An employee who is on a Suspension With Pay shall have their pensionable service calculated as if the employee were actively at work.

## 5.0 SFPP Regulatory Requirements

- 5.1 Once a police officer becomes a Member of SFPP, the officer must remain a Member as long as the Member meets the definition of Full-time Permanent/Probationary Employee, Part-time Employee or Job-share Employee.
- 5.2 Canada Revenue Agency (CRA) and SFPP plan text require Members who have not retired prior to December 30<sup>th</sup>, of the year in which they turn 71, to start their pension on December 31<sup>st</sup> of that year.
- 5.3. CRA and SFPP plan text do not allow an employee to participate in the plan if they are in receipt of a SFPP pension.

## SUPPORTING REFERENCES AND RESOURCES

Please note that some of the items listed below may not be publicly available.

### References to related corporate-wide procedures, forms and resources

- [calgary.ca/pension](http://calgary.ca/pension)

### References to related [Council policies](#), bylaws and [administration policies](#)

None

## CONSEQUENCES OF NON-COMPLIANCE

Failure to adhere to the items contained in this Policy may result in retroactive application for affected Members. Employer conformance with the SFPP plan text is subject to a triennial audit.

## RESOURCES

- [Special Forces Pension Plan](#) website



**REVISION HISTORY**

Review Date	Description
2022 September 22	<p>Reflected change from Chief Financial Office to PICS.</p> <p>Updated Suspension Without Pay section to comply with the SFPP plan text.</p>
2019 December 5	<p>Purpose: Updated with SFPP plan text and Employment Pension Plans Act (EPPA).</p> <p>Added Part-time Employee and Suspension With Pay definitions.</p> <p>Updated other definitions</p> <p><b>SFPP Participation:</b> added more information for Full-time Permanent/Probationary Employees, added Part-time Employees and updated Job-share Employees. Also added Suspension With Pay.</p> <p><b>SFPP Pensionable Earnings:</b> provided examples of compensation not included.</p> <p><b>SFPP Pensionable Service:</b> added Part-time Employees and suspension With Pay. Clarified buyback provisions for Suspension Without Pay.</p> <p><b>SFPP Regulatory Requirements:</b> added Full-time Permanent/Probationary Employee, part-time Employee or Job-share Employee.</p> <p>Clarified information regarding starting pension on December 31<sup>st</sup> of year employee turns 71.</p> <p>Updated Council policies link.</p>



2016 September 01	<p>Deleted definitions: Shift Differential, Car Allowance and Weekend Premium to comply with SFPP Regulations.</p> <p>To reflect administration practice, Leave of Absence &amp; Long Term disability and SFPP Pensionable Service sections were updated.</p> <p>Added clarification to SFPP Participation section.</p> <p>Added SFPP Regulatory Requirements section.</p>
2007 September 01	New policy