

INSTRUCTIONS:

- This form is to be completed by an employee who is eligible to contribute under the College Pension Plan Rules (the “Pension Plan”), has previously waived enrolment and now chooses to contribute. (See page 2 for eligibility.)

EMPLOYEE SOCIAL INSURANCE NO.	HIRE DATE YYYY / MM / DD	
SPOUSE LAST NAME		

College Pension Plan Eligibility Conditions

Employees who meet the following criteria must be enrolled and cannot sign a *Waiver of Pension Coverage*:

Employees hired before September 1, 1999:

- full-time senior administrative staff members.

Employees hired on or after September 1, 1999:

- full-time senior administrative staff members,
- full-time employees, including librarians, who provide educational services to students,
- part-time senior administrative staff members who earn, in any calendar year, a salary that exceeds 50 per cent of the YMPE*, and
- part-time employees who provide educational services to students, including librarians, who earn, in any calendar year, a salary that exceeds 50 per cent of the YMPE.

An employee hired after August 31, 1999, who has the option to enrol and does not sign a *Waiver of Pension Coverage*, will be automatically enrolled.

An employee who has elected not to participate in the plan may later elect coverage under the plan by applying to their employer for coverage.

Once members begin to contribute to the plan, they must continue to contribute, regardless of any change in their employment status (full- or part-time) and regardless of whether enrolment was mandatory or optional. These conditions apply provided there is no termination of employment.

*YMPE: The Year's Maximum Pensionable Earnings (YMPE) is the maximum salary, including overtime, upon which Canada Pension Plan contributions are made, as set by the federal government. We post the current YMPE on our website each year.