



PENSION ADMINISTRATION **BULLETIN**

Reference No. 2005-6

Date: August 8, 2005

To: Pension Administration Contacts of Participating Employers

Subject: Process that applies to a new employee who is already employed with, and enrolled in the Plan by, another participating employer

IMPORTANT

This Bulletin contains clarification of a pension administration issue that may require you to take action.

It has been a long-standing feature of the Plan that an employee who is already enrolled in the Plan in respect of employment with one employer, and who subsequently becomes concurrently employed with a second employer who is also in the Plan, need not re-qualify for participation in the Plan based on her employment status with a second employer. Once an employee is enrolled as a Plan Member by any participating employer, contributions must be submitted by all employers who concurrently employ her, *unless she is **not** an employee of a "class of employees" for which the concurrent employer maintains participation in the NSAHO Pension Plan (see definition attached).* The possibility of over-contribution in this situation by the employer and the employee is unavoidable; however, it is only for a temporary period—it is always resolved during reconciliation of the employer's Year-end Contribution Report.

This feature of the Plan places a special onus on employers during their hiring process in 2 ways:

1. Each employer is responsible to determine if a new employee already works elsewhere in the Nova Scotia health care system and whether she is already a member of the NSAHO Pension Plan in respect of that employment. If this information is not forthcoming during the hiring interview, or if you wish to independently confirm that information, we recommend that you contact us with the person's name and we will inform you if the individual is already a Plan Member. If the answer is yes, that will be the trigger for the concurrent employer to immediately treat that employee as a contributory member.
2. As outlined in the attached definitions, an employee's eligibility for participation in the Plan must take into account employment by one or more Employers. For example, if the level of employment at the primary employer does not qualify the employee for plan membership, but the employee becomes concurrently employed by another employer, both pieces of employment must be added together to establish the base from which her eligibility to join the plan will be determined. This requires close contact between the two employers to ensure that the purposes of the Plan are fulfilled and that the employee is not denied any Plan participation rights.

Please contact us if you have any questions about the contents of this Bulletin.

NSAHO Pension Plan

Attachment

Attachment to Pension Administration Bulletin 2005-6 Dated August 8, 2005

Extract from Definitions section of the Plan text (as per Amendment 2004-04)

2.20 "Employee" means a person employed by one or more Employers in a class of employees, as defined under the Regulations of the Pension Benefits Act, for which participation in the Plan is maintained by the Employer, and who is classified as being either a Full-Time Employee, or a Part-Time Employee, as defined in the Plan. Any person who is remunerated entirely on a fee-for-service basis (as distinguished from a wage, salary, or term contract) shall not be considered an Employee for Plan purposes unless otherwise determined by the Employer, subject to the approval of the Trustees.

2.22 "Full-Time Employee" means an Employee who is employed on a regularly-scheduled basis by one or more Employers, and whose total hours worked for all Employers in eligible classes of employment, when combined as applicable, are equal to 50% or more of the total hours in a regularly-scheduled pay period.

2.28 "Part-Time Employee" means an Employee who is employed by one or more Employers but who does not satisfy the definition of Full-Time Employee.