



PENSION PLAN USE ONLY	
PERSON ID	
Municipal Pension Plan PO Box 9460 Victoria BC V8W 9V8	
Location 2995 Jutland Road, Victoria	
Web mpp.pensionsbc.ca	
Victoria	250 953-3000
Toll-free in Canada/U.S.	1 800 668-6335
Fax	250 953-0421
E-mail	MPP@pensionsbc.ca

INSTRUCTIONS:

- If you have waived participation in the Municipal Pension Plan (the "Plan") and subsequently elect to participate, then you must complete this form. Once eligible for enrolment, you remain eligible until you terminate employment. You do not need to re-qualify. (See page 2 for eligibility.)
- Submit a copy of the *Waiver of Pension Coverage* with this form.
- The employee and the employer should each retain a copy of this form for their records.
- This form should not be used for mandatory enrolment.

EMPLOYER NAME VANCOUVER ISLAND UNIVERSITY		EMPLOYER NO. 00642		
EMPLOYEE LAST NAME		EMPLOYEE FIRST NAME		
EMPLOYEE SOCIAL INSURANCE NO.	HIRE DATE YYYY / MM / DD			
SPOUSE LAST NAME				SPOUSE FIRST NAME

Employee Declaration:

1. I understand that I am eligible to enrol in the Plan.
2. I have been provided with an explanation or summary of the Plan, and of the relevant entitlements and obligations under the Plan.
3. I wish to enrol in the Plan.
4. By signing this form, I understand that contributions will be deducted from each payment of salary made to me in accordance with the rules of the Plan.
5. I understand that this election is irrevocable and that I may not terminate my membership in the Plan, except in accordance with the rules of the Plan.
6. I understand that if I move to a position not covered by the Plan, I will not continue making contributions to the Plan.
7. I understand that by signing below, contributions to the Plan will not be retroactive in respect of any prior service.
8. I expressly revoke any previous election made by me to waive enrolment in the Plan.

By signing below, I expressly elect to participate in the Plan.

EMPLOYEE SIGNATURE	DATE SIGNED (contribution start date) YYYY / MM / DD
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Freedom of Information and Protection of Privacy Act—The personal information on this form is collected under the authority of the *Public Sector Pension Plans Act* and will be used by the Pension Corporation to administer a plan member's pension and other non-pension benefits. If you have any questions about the collection and use of this information, contact the Chief Executive Officer at 2995 Jutland Road, Victoria BC V8T 5J9 or by telephone at 250 387-1002.

RETURN ORIGINAL TO THE PLAN

EMPLOYER AND EMPLOYEE MAKE A COPY FOR YOUR RECORDS

Municipal Pension Plan Eligibility Conditions

Mandatory Enrolment

Employees who do not have a choice about being enrolled cannot sign a waiver, and they must be enrolled in the Plan as soon as they are eligible.

Employees in this group include:

- employees who are regular, full-time employees,
- employees who are not regular employees but who have worked on a continuous full-time basis for one year (including employees who are not yet considered to be regular employees because they have not completed a probationary period),
- new employees who are already contributing to the Plan through another Municipal Pension Plan employer,
- new employees who were contributing to the Plan through a previous employer where the break in employment is one month or less, and
- employees who are required to enrol by resolution of the employer or as a requirement of a Memorandum of Understanding, a Letter of Understanding or a collective agreement.

Optional Enrolment

There are some employees who are eligible to enrol in the Plan, but are permitted to opt out of doing so by signing the waiver. These employees include:

- part-time, temporary or casual employees who earn at least 35 per cent of the YMPE* in each of two consecutive years of continuous employment, with one or more plan employers,
- existing employees who were employed when their employer first became a Plan employer, and who would otherwise be subject to mandatory enrolment, and
- employees who are permitted, but not required, to enrol by resolution of the employer or as a requirement of a Memorandum of Understanding, a Letter of Understanding or a collective agreement.

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. If the member moves to another employer who is also an employer under the Plan, and has a break in service of one month or less, the member must also immediately begin contributing to the Plan with the new employer.

An employee who has elected not to participate in the Plan may later elect participation under the Plan by applying to their employer to participate.

*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. More information is available on Canada Revenue Agency's website.