



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

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INSTRUCTIONS

- This form is to be completed by an employee who is eligible to participate in the Municipal Pension Plan (the "Plan") but who elects NOT to. (See Page 2 for employee eligibility).
- The employee and the employer should each retain a copy of this form for their records.
- If the employee subsequently elects participation under the Plan, the employer must forward a copy of this form to the Plan to verify that the employee waived optional enrolment at the time the employee was first eligible to enrol.

EMPLOYER NAME VANCOUVER ISLAND UNIVERSITY	EMPLOYER NO. 00642
EMPLOYEE NAME	EMPLOYEE SOCIAL INSURANCE NO.

Employee Declaration:

1. I declare that I am not currently making contributions to the Plan and I have not made contributions to the Plan within one month prior to my hire date with my new employer.
2. I understand that I am eligible to participate in the Plan and that if I wish not to be enrolled in the Plan this form must be signed and returned to my employer within 30 days of my initial eligibility date.
3. I have been provided with an explanation or summary of the Plan, and of the relevant entitlements and obligations under the Plan.
4. I do not wish to participate in the Plan at this time.
5. Unless I subsequently elect to enrol in the Plan, I understand that I will NOT be notified of future amendments or improvements to the Plan.
6. I understand that, under the current plan rules, I may subsequently elect to enrol in the Plan by providing my employer with a completed and signed *Pension Enrolment Election*. It is my responsibility to provide such notice. However, there is no guarantee that the Plan rules will not change, and I understand that my ability to enrol may not necessarily exist at a later date.
7. Further, I understand that if I subsequently provide written notification of my election to enrol, such an election will be prospective only. Enrolment will not be retroactive.
8. I understand that if I subsequently become enrolled in the Plan, I will not be able to purchase any service prior to the date of actual enrolment.
9. This waiver will cease to have effect if a change in my employment status or the Plan rules requires that I participate in the Plan.

By signing below, I expressly waive my rights to participate in the Plan and to receive any pension benefits.

EMPLOYEE SIGNATURE

DATE SIGNED

YYYY / MM / DD

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
ONLY IF WAIVER IS SUBSEQUENTLY REVOKED**

**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.