CUPE 3903 Units 1 and 2 Pension Eligibility

Effective September 1, 2009, the pension eligibility criteria for CUPE 3903 units 1 and 2 employees are as follows:

Each part-time faculty employee who is represented by the Canadian Union of Public Employees Local 3903 Units 1 and 2 may elect to join the Plan on the first day of the month coincident with or next following the date on which he or she has received earnings at least equal to the September 1 Course Director rate, as specified and defined in the current Collective Agreements between the University and the Canadian Union of Public Employees Local 3903 Units 1 and 2, in each of two consecutive contract years.” The September Course Director rate for 2011 is $15,423 and for 2010 it was $15,121. A contract year is defined as September 1st to August 31st.

Employees that leave the University and leave their pension contributions in the pension plan may re-enter the pension plan without having to re-qualify.

Questions:

**What earnings are used to determine eligibility?**

Unit 1 and/or unit 2 earnings and vacation pay are included in the calculation. Any graduate student income is not included.

**How will I know I am eligible to join the pension plan?**

The Pension & Benefits office will run reports each August to determine who has earned the required earnings. If you are a unit 1 employee a letter will be sent to the campus address found on our system. If you are a unit 2 employee a letter will be sent to the home address found on our system. It is imperative you keep us informed of any change of address.

**What happens if I don’t receive a letter or I don’t enroll into the pension plan at the time I receive the letter?**

If you believe you should have received a letter and did not you may contact our office and we will check your eligibility. Eligibility can not be backdated prior to the current calendar year. For example, if a letter was sent to you in 2011 and you contact our office in 2012 you could enroll into the pension plan no earlier than January 1, 2012. All missed contributions for the current calendar year would have to be deducted from the next pay you are to receive. You must also meet the eligibility requirements at the time you contact us.
What happens when my contract ends?

If you are in the pension plan then pension legislation requires us to contact you within thirty (30) days of the end of your contract. While you may know you are going to be rehired we do not and therefore a letter has to be sent. A letter will be sent to your home address notifying you of the option to request a termination option package with respect to your pension plan contributions. If you elect to transfer your pension plan contributions out of the pension plan and are subsequently rehired, you will have to meet the eligibility requirements again before being permitted back into the pension plan.

How do I know if I am in the pension plan?

To ensure pension contributions are being deducted, you can refer to your pay and look for “York Pension Plan” in the deductions area or check on-line at www.hrselfserve.yorku.ca. In addition, as a member of the York University Pension Plan you would receive a Personalized Annual Pension Statement.

Who do I contact if I have other questions?

For further information, please call the Pension and Benefits office at 416-736-2100 extension 27572 or email us at askpb@yorku.ca.