



Policy Section: **Business and Administrative Matters**

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Policy Name: **OMERS Membership**

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Policy Statement

It is the policy of the Keewatin-Patricia District School Board to participate in the Ontario Municipal Employees Retirement System (OMERS) to provide pension benefits for non-teaching staff. All non-teaching employees meeting the criteria set out in the Guidelines shall participate in OMERS except for any such employee who is required to contribute to the Ontario Teachers' Pension Plan Board. Contributory earnings are the earnings on which contributions to OMERS are calculated and are defined in the OMERS Employer Administration Manual.

Rationale

Since participation in OMERS is only compulsory for continuous full-time employees, it is necessary for the Board to set criteria for compulsory participation by Other-than-Continuous Full-Time (OTCFT) employees.

It is also necessary to establish a clear policy outlining what kinds of earnings are included in contributory earnings for OMERS purposes.

Guidelines

1. For the purposes of this Policy, employee means any person who is employed by the Keewatin-Patricia District School Board, except those employees required to contribute to the Ontario Teachers' Pension Plan Board and those employed on a temporary basis.
2. All continuous full time employees are required to enroll in OMERS as of their date of hire.
3.
 - a) Other-than-Continuous Full-Time employees hired after August 31, 1998, are required to enroll in OMERS as of their date of hire if their regular work schedule meets or exceeds 15 hours per week.
 - b) Other-than-Continuous Full-Time employees whose regular work schedule is revised after August 31, 1998, such that they meet or exceed the 15 hour per week minimum, shall enroll in OMERS as of the date their work schedule is revised.
4. Contributory earnings for OMERS purposes *are defined in the OMERS Employer Administration Manual.*

Cross Reference:	
	Date Adopted: June 9, 1998 Dates Reviewed: Apr. 12/05; Apr. 11/17 Dates Revised: Mar. 4/08; May 14/13;
	Review by: 2020