

Subject: Concurrent Employment and Pensionable Service

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December 17, 2003

Dear College Pension Plan Employer:

I would like to take this opportunity to remind you of the rules with regard to concurrent employment and the reporting of pensionable service.

Under the concurrent employment policy approved by the College Pension Board of Trustees, members can accrue more than 12 months of pensionable service in a calendar year, either by working for more than one plan employer in the same calendar year, or by working in more than one position for the same employer.

If a member accrues more than a year of pensionable service in a calendar year working for one employer, the employer must now report all pensionable service and the related salary, including service in excess of 12 months, and not stop deducting contributions once an employee has accrued one year of service. At the end of each calendar year, the College Plan will determine the service that exceeds 12 months and refund the employee and employer contributions related to that service. The pensionable salary related to the excess service will also be removed from the member's account and will not be used in the highest average salary calculation at retirement.

The Employer Instruction Manual will be updated with this information in the future.

If you have questions regarding the crediting of service for your employees who may have concurrent employment, please feel free to contact Employer Services in Victoria at 250 356-9701, or toll-free 1-800-663-8823.

Larry Jacobi
Director, Employer Services
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