

Canadian Baptist Benefits

2009 Employer Update

Please file this yearly Update in your Treasurer/Employer Reference Binder

Pension Plan Eligibility

The Canadian Baptist Pension Plan (CBPP) eligibility rules are in accordance with the provincial earnings/hours minimums in each province. Pastors and Executive staff are eligible to join the Plan from their date of employment. Support staff are eligible after one year of employment, or earlier if the Employer agrees. In Manitoba, earlier participation is not allowed. The minimum annual salary for pension plan participation is a percentage of Canada Pension Plan's *Years Maximum Pensionable Earnings* (YMPE) – a value that changes each year. The 2009 YMPE is \$46,300. In some provinces, the minimum for plan participation can be either the salary amount or the number of hours worked. For example, if an employee in Nova Scotia is earning \$15,000 (a lower amount than 35% of the 2009 YMPE - \$16,205) but works at least 700 hours per year, the employee is eligible to join the pension plan.

Employers MUST offer Plan participation to an eligible employee, but in all provinces except Manitoba, the employee may decline participation. Manitoba employees may join when eligible but must join after completing two years of continuous employment. Once an employee is on the Plan, participation continues even if the earnings/hours drop below the minimum for joining.

CBWC	Minimum earnings or hours worked for plan participation
British Columbia	35% of YMPE, \$16,205 annual salary
Alberta	35% of YMPE, \$16,205 annual salary
NWT, Yukon, Nunavut	35% of YMPE, \$16,205 annual salary
Saskatchewan	35% of YMPE, \$16,205 annual salary or 700 hours per year
Manitoba	25% of YMPE, \$11,575 annual salary or 700 hours per year
CBM, BCOQ, FBU	Minimum earnings or hours worked for plan participation
Ontario	35% of YMPE, \$16,205 annual salary or 700 hours per year
Quebec	35% of YMPE, \$16,205 annual salary or 700 hours per year
CABC	Minimum earnings or hours worked for plan participation
New Brunswick	35% of YMPE, \$16,205 annual salary
Nova Scotia	35% of YMPE, \$16,205 annual salary or 700 hours per year
Prince Edward Island	35% of YMPE, \$16,205 annual salary or 700 hours per year
Newfoundland/Labrador	35% of YMPE, \$16,205 annual salary

New Employees

Please notify Sun Life as soon as you hire a new employee, even when the employee is not yet eligible to join the Plan. Since different employers have different qualification (probationary) periods, from one month to the full year, advise Sun Life the date the employee will be eligible to join. Sun Life records this information in the data base and sends the employee an enrolment package just prior to the end of the qualification period.

Waivers – new employees

Employees who decline or defer participation must complete a Plan Participation Waiver Form. You can get these through your Convention/Union office. You should keep one copy, send one copy to your Convention/Union office and one copy to SLF.

Waivers – contributing members

Completed Waiver forms are also required when a Member wishes to temporarily suspend pension contributions. Members may resume contributions with matching Employer contributions at any time by advising the Employer. Manitoba, New Brunswick, Nova Scotia and Saskatchewan members may not suspend contributions.

Salary Changes

Your Convention/Union office needs up-to-date salary information to accurately calculate the earnings-related Long Term Disability premium and for pension audit purposes. One of the tasks the Convention/Union offices do on your behalf is to randomly monitor the amounts of pension contributions going to and recorded by Sun Life. Please immediately notify your regional office whenever there is a salary adjustment.

Remitting Pension Contributions Contribution Form

If you are returning the hardcopy Contribution Form along with your cheque to SLF – please remember that Sun Life applies the amounts exactly as directed by you on the Contribution Form. For example, if you use the April form for March contributions, and don't indicate this is a March contribution, Sun Life will apply the amount to April, possibly creating an arrears situation for March. Sun Life has no way of knowing what you intended and can only go by what is on the form. While your expectation of Sun Life may be to apply remittances to the last month that remains unpaid, this creates other problems. In the example above, the Member could have been on an unpaid leave in March, and if Sun Life had followed your expectation, there would have been an error. So it is important to provide the correct month and amounts. If you are remitting two months using the same form, you must clearly indicate which months or the amount will be applied to the month shown on the form.

Late Remittances

Pension regulatory authorities deem a pension contribution remittance to be delinquent 30 days after the end of the month in which the remittance was due. For example, if you deduct a pension contribution from the Member's pay on October 18th, this must be remitted to Sun Life by the end of November. Sun Life will contact you if it is not received by December 5th. If the contribution still hasn't arrived at SLF by mid month, by law, you will receive a letter stating you are in non compliance. Since money deducted from an employee's pay is trust money, it must be forwarded to the appropriate bodies within the prescribed time frames.

Leave of Absence

Sometimes a member takes a short unpaid leave of absence. If you do not advise SLF when this occurs, the system will deem this to be an arrears situation and Sun Life will contact you.

Web Site Security – when remitting contributions electronically

In order to ensure the confidential information on the website is protected and to meet privacy legislation requirements, you cannot pass your Sun Life Financial ID and security access codes to a new treasurer. Contact Sun Life before you leave the treasurer position as only Sun Life can cancel an access code. The new treasurer will also need to contact Sun Life to gain website access. Enclosed with this newsletter is a Reminder Sticker. Please affix to the front of your Treasurer Reference Binder.

Participating Employer Obligations and Canadian Baptist Pension Plan Rules

The National Pension and Insurance Committee has requested a summary document be created that briefly sets out CBPP Employer obligations and the basic rules of the Plan Text. This will be sent to you in early in the new year. Please read and file, for future reference, in the front of your Treasurer/Employer Reference Binder.

IMPORTANT CONTACT INFORMATION

Treasurers/Employers – For all pension inquiries, call the Sponsor Care Centre 1-800-387-7262.

Plan Members – For all pension inquiries except retirement, call the Plan Member Care Centre 1-866-733-8613. Call the Sun Life Retirement Specialists 1-866-224-3906 to discuss retirement and obtain retirement income quotes.

Plan Members and Treasurers/Employers - For group insurance inquiries, call your Convention/Union office.

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