

Submit completed form to HR Shared Services – Pension by:

- Email: PensionAdmin.AHS@albertahealthservices.ca
- Mail: 10301 Southport Lane SW, Calgary AB T2W 1S7

Please read the information below and ensure you are eligible for optional enrolment in the plan.

For questions about opting into the plan or to confirm your eligibility, contact the HR Contact Centre by phone at 1-877-511-4455 or via the portal at <https://albertahealthservices.service-now.com/hr>

For additional information, refer to the LAPP Website at www.lapp.ca and the [Pension Standard](#) on Insite.

<p>Eligibility for Optional Enrolment - Please check the applicable box that applies to your current employment position. Enrolment in the plan is optional based on the following criteria:</p>	
<p><input type="checkbox"/> Permanent Position - Position Effective Date: _____ Permanent part-time employee working 14 hours per week or more, but less than 30 hours per week.</p>	
<p><input type="checkbox"/> Temporary Position - Position Effective Date: _____ Temporary employee working 30 hours per week or more and the duration of the temporary position is six months or greater.</p>	
<p><input type="checkbox"/> Permanent Employee occupying Temporary Assignment - Position Effective Date: _____</p> <ul style="list-style-type: none"> • The employee has a permanent optional pension-eligible position to return to but has not yet joined LAPP; • The employee is not already occupying a mandatory position; and • The employee's regularly scheduled hours are at least 14 hours per week 	
<p><input type="checkbox"/> Multiple Positions - Position Effective Date: _____ Membership in LAPP is employment-based. Regular hours from all Alberta Health Services (AHS) permanent positions are added together to meet Optional membership eligibility criteria of a minimum of 14 hours per week, or that meet Mandatory pension participation requirements of a minimum 30 hours per week. Once participation in LAPP begins, contributions are made on all regular hours worked in AHS to a maximum of one year of pensionable service.</p>	

The following employees are **NOT Eligible** for Membership in the plan:

- Casual employees or any employee working less than 14 hours per week;
- Temporary part-time employees working 14-29 hours on average per week who will not return to a permanent pension-eligible AHS position;
- Employees who are currently in receipt of a retirement pension from LAPP; and/or
- Any temporary employee occupying a position or positions of less than six months' duration

<p>Employee Authorization</p> <p>I wish to participate in the Local Authorities Pension Plan. I understand that once I am a member, I must remain in the pension plan as long as I occupy one or more pension-eligible positions in Alberta Health Services. Membership in LAPP and contributions will begin on the first pay period following receipt of this signed form by Alberta Health Services.</p>		
Employee Number	Employee Name	
<input type="checkbox"/> I have confirmed my eligibility prior to submitting this form.	Signature	Date (yyyy-Mon-dd)

The collection of your personal information on this form is legally authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). Your information will only be used and disclosed as necessary for your organization's human resources program including managing and administering your employment relationship with the organization.

If you have questions or concerns about this collection of your personal information as provided on this form, please contact an advisor at HR Shared Services by phone 1-877-511-4455, via the HRCC Portal <https://albertahealthservices.service-now.com/hr>, or send your questions by mail to the attention of HR Shared Services, 10301 Southport Lane SW, Calgary, Alberta, T2W 1S7.