Retiring from the Public Service of Canada

Some Useful Tips

Protecting our members

Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

Programs Section | Membership Programs Branch | 2008

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Introduction

A significant number of members of the Public Service Alliance of Canada (PSAC) are approaching the age of retirement. As a result, it is not surprising that pensions and other post-retirement income and benefits are becoming of increased importance to the PSAC membership. The PSAC National Office has received numerous requests for information to assist members in regards to important retirement decisions.

At the time of publication, the majority of PSAC members are employed in the Federal Public Service and, consequently, their pension benefit entitlements are governed in accordance with the provisions of the *Public Service Superannuation Act (PSSA).* The "Federal Public Service" for purposes of this particular publication is inclusive of departments of the Federal Government and specified federal public sector agencies and organizations. Ministerial responsibility for the *PSSA* is vested with the President of the Treasury Board. The PSAC has two representatives on the Public Service Pension Advisory Committee which serves to review matters respecting the administration, design and funding of benefits provided under the *PSSA* and make corresponding recommendations to the Treasury Board President. The actual administrative oversight of the federal superannuation plan is managed by the Superannuation, Pension Transition and Client Services Sector of Public Works and Government Services Canada (PWGSC).

Pay and Benefit Specialists employed with federal department and agencies have access to personal information, related superannuation regulations and administration manuals and are responsible for providing direct individual assistance to employees on all matters concerning the federal superannuation plan. PSAC members are encouraged to first approach their **designated pay and benefits specialist** with any questions or concerns regarding the federal superannuation entitlements. On the other hand, complicated issues including marital divisions and Pension Transfer Agreements should be referred to the Superannuation, Pension Transition and Client Services Sector of PWGSC. PSAC members with specific superannuation concerns of a particularly complex nature are advised to contact the Superannuation, Pension Transition and Client Services Sector at any of the following contact coordinates:

Superannuation, Pension Transition
and Client Services Sector
Public Works and
Government Services Canada
P.O. Box 5010
Shediac, NB E4P 9B4

Telephone Nos :

1 800 561-7935 (Toll Free - All regions of Canada and Continental USA)

(506) 533-5800
(Outside Canada – collect calls accepted)

(506) 533-5990 Telecommunication Device for the Hearing Impaired

(506) 533-5989 Facsimile No.

Once an employee has proceeded on retirement and terminated their employment, departmental pay and benefits specialists are no longer in a position to provide reliable assistance on federal superannuation matters. Retirees are therefore advised to direct all superannuation-related questions, concerns or problems to the Superannuation, Pension Transition and Client Services Sector at the contact coordinates indicated above.

The PSAC is also available to address and respond to concerns and questions of PSAC members and retirees in regards to the federal superannuation plan. PSAC members can forward any federal superannuation enquiries or present any issues of concern to the following contact coordinates:

Pensions and Disability Insurance Officer
PSAC Programs Section
Membership Programs Branch
Public Service Alliance of Canada
233 Gilmour Street, Suite 901
Ottawa, ON K2P 0P1

Telephone No : (613) 560-4200

Telecommunication Device for the Hearing Impaired: (613) 594-9394

Facsimile No: (613) 236-9402

E-Mail: Programs@psac-afpc.com

The primary purpose of this publication is to serve as a technical aide providing PSAC members and retirees with information and contact sources which can assist with federal superannuation issues. Please note that this document includes numerous references to website addresses and telephone numbers where additional information is available to members on various superannuation/retirement subject matter. An electronic version of this publication is available on the PSAC website at www.psac-afpc.com and is continually updated to ensure accurate and timely information is being provided to the membership.

PSAC members and retirees are also invited to review the PSAC Policy Paper on Pensions which was recently endorsed by the PSAC National Board of Directors and has now been posted on the PSAC website.

General Overview of Federal Superannuation Benefit Entitlements

1.1 Superannuation Benefit Calculation

The retirement benefits payable to pensioners under the *PSSA* are designed to meet the needs of federal public service employees and their various circumstances at retirement. Four principal factors determine the amount of the federal superannuation benefit payable:

1) Years of pensionable service,
2) Age,
3) Average pensionable salary,
4) In some instances, the reason for termination of employment.

The basic superannuation benefit calculation provided under the PSSA is as follows:

2 per 100	**X**	**Number of years of pensionable service**	**X**	**Average salary for 5 consecutive years of highest paid salary**

The benefit for any period of part-time pensionable service will be calculated as follows:

2 per 100	**X**	**Number of years of part-time pensionable service**	**X**	**Average salary for 5 consecutive years of highest paid service based on full-time salary rate**	**X**	**Assigned part-time hours / standard full-time hours**

Notes:

1. *Pensionable service means the years (complete or partial) to the employee's credit at retirement. It includes any periods of elective service regardless of whether that service has been fully paid by the employee. For purposes of determining whether a service threshold has been met (e.g., 2 years or 30 years), a year of part-time service counts as one year of pensionable service.*

2. *Average salary is the salary during five consecutive years of highest paid pensionable service. It includes any salary earned after completing 35 years of service, if that salary is the highest. For periods of part-time pensionable service, the equivalent full-time salary rate is used but the pension benefit is adjusted to reflect the assigned hours of part-time work.*

Examples :

The calculation for a superannuation benefit of an employee, age 55 or older, who retires with 35 years of service and an average salary of $45,000 over the best five years would be :

2 p.100 x 35 x 45 000 $ = 31 500 $ per annum

If the same employee had 25 years of full-time service, along with 10 years of part-time service working 20 hours during a standard 37.5-hour work week, the benefit calculation would be as follows:

2 p.100 x 25 x 45 000 $ = 22 500 $ per annum

plus

2 p.100 x 10 x 45 000 $ x 20/37,5 = 4 800 $ per annum

Total = 27 300 $ per annum

1.2 Retirement Options

Table 1 summarizes the various retirement options available upon termination of employment from the Federal Public Service based on an employee's age, pensionable service and reason for termination. For part-time employees, please note that a year of part-time employment counts as one year of pensionable service for purposes of the retirement option threshold requirements.

Return of Contributions

Basically, the only superannuation entitlement available to a terminating employee with less than 2 years of pensionable service is a **Return of Contributions (ROC) plus interest.** Under this scenario, only the employee's share of contributions are refunded plus accrued interest based on the annual rate of return of the Public Service Pension Fund (PSPF).

Immediate Annuity

Employees retiring at any time at age 60 or over with two or more years of pensionable service; or after having attained age 55 with a minimum of 30 years of pensionable service are entitled to an **immediate annuity.** An **immediate annuity** is an unreduced superannuation benefit payable immediately after retirement. The benefit entitlement formula described in the previous section would be used to calculate the annual superannuation benefit entitlement.

Deferred Annuity and Annual Allowance

For employees with a minimum of two years pensionable service retiring prior to age 60 and at or after age 50 (except in cases of age 55 with a minimum of 30 years of pensionable service) the following two superannuation benefit entitlement options are available:

- a **deferred annuity** which is an unreduced superannuation benefit payable at the age of 60;

- an **annual allowance** which is a superannuation benefit payable as early as age 50 and subject to a permanent reduction factor.

The calculation formula used to determine the amount of a **deferred annuity** is the same as that used previously with the **immediate annuity.** Once payable at age 60, the **deferred annuity** will include accrued indexation adjustments which are discussed later in this document at Section 1.7.

There are two different methods for calculating the **annual allowance** depending on the age and years of pensionable service of the employee.

1) Firstly the amount of the deferred annuity to which the terminating employee is eligible is reduced by 5 per cent for every year, to the nearest one-tenth of a year, prior to age 60 at the date of option for the **annual allowance**.

   For example, in the case of an employee who is exactly age 54 with 23 years of pensionable service, who opts for an annual allowance, the reduction calculation would be:

   60 – 54 = 6 years x 5 p. 100 = 30 p. 100

   In this instance, the **annual allowance** would be equal to the deferred annuity that would have been payable at age 60 reduced by 30 per cent. If the deferred annuity was $31,500, the **annual allowance** would be $22,050.

2) Secondly, if the employee has 25 years or more of pensionable service and is at least 50 at the date of termination of employment, the **annual allowance** is calculated by determining the amount of the deferred annuity and applying a reduction factor the <u>greater</u> of :

   - 5 per 100 for every year, to the nearest one-tenth of a year, that the employee is younger than age 55 at the date of termination of employment or the date the retiree opts for the annual allowance, whichever is later;

   or

   - 5 per 100 for every year, to the nearest one tenth of a year, that the employee/retiree's pensionable service is less than 30 years.

For example, in the case of an employee/retiree aged 54 with 27 years of pensionable service, the reduction calculation would be:

55 – 54 = 1 years x 5 per 100 = 5 per 100

or

30 – 27 = 3 years x 5 per 100 = 15 per 100

As 15 per cent is the greater reduction, the **annual allowance** would be equal to the deferred annuity reduced by 15 per cent. If the deferred annuity was $31,500 per annum, the **annual allowance** would be $26,775.

In certain instances, even if the employee is 50 and has 25 years or more of pensionable service on the date of termination of employment, the calculation conducted under formula 1) above may provide a greater benefit than under formula 2). In these instances, the greater **annual allowance** is paid to the retiree.

For example, in the case of an employee/retiree aged 58 with 26 years of pensionable service, the **annual allowance** would equal the deferred annuity reduced by:

60 – 58 = 2 years x 5 per 100 = 10 per 100

However, under Formula 2,
the deferred annuity would be
reduced by the following amount:

55 – 58 = -3 (therefore no reduction under the age component)

or

30 – 26 = 4 years x 5 per 100 = 20 per 100

As 20 per cent is the greater reduction under Formula 2, this calculation would result in a 20 per cent reduction factor applied to the deferred annuity.

However, with this combination of age and pensionable service, the **annual allowance** would be determined using the most beneficial formula. In this instance, the employee/retiree would receive an **annual allowance** equal to the deferred annuity reduced by 10 per cent as provided under Formula 1.

Transfer Value

Employees with a minimum of two years pensionable service who resign from their employment prior to age 50 also have access to a **deferred annuity** payable at the age of 60, or an **annual allowance** payable as early as age 50 and subject to a permanent reduction factor. However, these employees also have the option of the immediate receipt of a **transfer value** of their superannuation benefit entitlement as opposed to future monthly benefit payments. The **transfer value** is the equivalent lump-sum value of future superannuation benefit entitlements calculated in accordance with actuarial assumptions prescribed under the *PSSA.* The **transfer value** must be transferred to another registered pension plan, to a locked-in retirement savings vehicle that complies with the requirements of the Federal ***Pension Benefits Standards Act,*** or to a financial institution to buy an annuity. The *Income Tax Act* establishes limits on the amount of the **transfer value** which can be transferred to a locked-in retirement vehicle on a tax-deferred basis. The portion which is not within the tax limits is paid directly to the departing employee and will be subject to income tax unless a Tax Waiver Letter is obtained from Canada Revenue Agency, and where applicable from Ministère du revenu, Québec.

The calculation of the **transfer value** will only include elective pensionable service which has been paid by the *PSSA* contributor. Therefore, terminating employees should consider the possibility of paying the balance owing on any remaining elective service in order to increase the amount of the **transfer value** benefit. Employees have one year subsequent to the date of termination to opt for a **transfer value** benefit. Caution should be exercised in contemplating the **transfer value** as such an option automatically precludes future participation in other available post-retirement benefit arrangements such as the Public Service Health Care Plan and Pensioners' Dental Services Plan.

1.3 Retirement Due to Disability

The *PSSA* includes a provision that contributors with at least 2 years of pensionable service who retire due to disability prior to age 60 will be entitled to an **immediate annuity.** "Disability" is defined in the *PSSA* as a physical or mental impairment that prevents the individual from engaging in any employment for which the individual is reasonably suited by virtue of his or her education, training or experience and that can reasonably be expected to last for the rest of the individual's life. In order to qualify for "medical" retirement on these grounds, certification is required from Health Canada that the applicant satisfies the *PSSA* definition of "disability". Approval by Health Canada of an application for medical retirement entitles the contributor to an **immediate annuity** based on the years of accrued pensionable service. A retiree entitled to a **deferred annuity** who subsequently becomes disabled is also eligible to apply for an **immediate annuity** under the medical retirement provisions of the *PSSA.* Should a recipient of an **immediate annuity** on medical grounds eventually regain their health and be able to return to work, payment of the **immediate annuity** is discontinued and converted to a deferred annuity payable at age 60 or, at the option of the individual, converted to an annual allowance after having reached the age of 50.

In accordance with the current Treasury Board Policy on Leave Without Pay due to Illness/Injury, management is required to "resolve" such leave without pay situations within two years of the commencement of leave. However, accommodation can be extended in cases with exceptional circumstances. Normally, at the 2-year juncture of leave without pay due to illness/injury the employee will receive notification from the employer that such leave is to be terminated by either:

- return to duty;

- resignation or retirement on medical grounds;
- termination for reasons other than breaches of discipline or misconduct, pursuant to Section 11(2)(g) of the *Financial Administration Act*.

It is the position of the PSAC that this practice is discriminatory and contrary to the employer's obligations under the collective agreement and the *Canadian Human Rights Act.* The PSAC proposes that in such situations leave without pay should be extended for as long as is reasonably possible in order to preserve the long-term financial interests of the disabled employee. The PSAC has produced a strategy paper to assist members in these predicaments and this document has been widely circulated amongst PSAC, locals, regional offices and Component Unions. This information has also been posted on the PSAC Programs Section website and is entitled "Termination of Employment with Treasury Board Due to Disability". PSAC members approached by the employer under these conditions are advised to obtain representation from a local PSAC Officer.

Employees in receipt of Disability Insurance (DI) benefits from Sun Life Financial or Long-Term Disability (LTD) benefits from Industrial Alliance under the Public Service Management Insurance Plan (PSMIP) are entitled to continue receiving such benefits subsequent to termination of employment for as long as they remain "totally disabled" in accordance with the terms of the relevant group insurance policy. Both the DI and LTD policies include provisions which allow for "offsets" to be applied to disability benefits in cases where the claimants are entitled to an immediate annuity due to a medical retirement under the *PSSA*, as well as disability benefits payable under the Canada/Québec Pension Plans.

It should be emphasized that in order to avoid overpayment situations, the *PSSA* requires the recipient of an immediate annuity or annual allowance to advise the Superannuation, Pension Transition and Client Services Sector upon becoming entitled to Canada/Québec Pension Plan disability benefits.

1.4 Lay-off Pursuant to Work Force Adjustment Programs

The *PSSA* also contains special provisions with respect to involuntary terminations of employment pursuant to the work force adjustment appendices contained in the collective agreements with Treasury Board and other major separate employers. In the case of employees at least 55 years of age and who have been employed in the Federal Public Service for a period or periods of at least 10 years and who are not otherwise entitled to an **immediate**

annuity, the *PSSA* vests Treasury Board with the authority to waive the reduction factor that would otherwise apply to an annual allowance. In practice, this waiver authority has been delegated to departmental deputy heads and other designated officers.

This provision also applies to other surplus employees who are laid-off or resign in accordance with an involuntary work force adjustment program where Treasury Board is not the employer.

TABLE 1

A	B	C	D
Reason for termination	**Age**	**Pensionable service**	**Entitlement/ service options**
Any reason	Any age	Less than 2 years	Return of contributions with interest
Retirement	60 or over	At least 2 years	Immediate annuity
Retirement	55 or over	At least 30 years	Immediate annuity
Retirement-disability	Under 60	At least 2 years	Immediate annuity
Retirement	50 to 59	At least 2 years	Options : • Deferred annuity payable at 60 • Annual allowance payable from the later of the date of option or the date of ceasing to be employed.
Resignation	Under 50	At least 2 years	Options : • Deferred annuity payable at 60 • Annual allowance payable at any time from age 50 to 60 • Transfer Value
Lay-off	Under 60	At least 2 years	Options: • Deferred annuity payable at 60 • Annual allowance (at any time between age 50 and 60) • Transfer value (if less than 50) **Note:** If you are over 55 with at least 10 years of public service employment, the Treasury Board has the authority to waive the reduction in annual allowance.

1.5 « Operational service» employees of Correctional Service Canada (CSC)

Effective March 14th, 1994, amendments to the *PSSA* came into force which provided "operational service" employees of Correctional Service Canada (CSC) with enhanced superannuation benefit entitlements tailored to their career patterns. Further regulatory amendments came into force on May 30th, 2006 which improved the special retirement options available to these employees.

Firstly, "actual operational service" is defined in the PSSA Regulations as service by a person employed by CSC, whose principal place of work is not:

- i) the national headquarters or a regional headquarters of CSC;
- ii) the offices of the Commissioner, CSC;
- iii) a regional Correctional Staff College or any other institution that provides similar training.

Upon completion of 10 years of "actual operational service" an employee who transfers to another non-operational position with CSC is entitled to accrue "deemed operational service" with an additional contribution of .62% of pensionable salary.

The special retirement options provided are :

1) **immediate annuity** (unreduced pension) after:

   i) 25 years of "actual operational service", regardless of age or:
   ii) age 50 and 25 years of "actual and deemed operational service"

2) **annual allowance** (immediate reduced pension) after:

   i) 20 years of "actual operational service", regardless of age, with an actuarial reduction of 5 per cent per year to the nearest one tenth of a year, that the employee's "actual operational service" is less than 25 years, or;

   ii) age 50 and 20 years of "actual and deemed operational service", with an actuarial reduction of 5 per cent per year to the nearest one tenth of a year, that the employee's "actual operational service" is less than 25 years, or;

   iii) age 45 and 20 years of "actual and deemed operational service" of which a minimum 10 years is "actual operational service", with an actuarial reduction the greater of:

      a) 5 per cent per year to the nearest one tenth of a year, that the employee is younger than age 50 when he/she retires or opts for his/her benefit whichever is later, or

b) 5 per cent per year to the nearest one tenth of a year, that the employee's "actual and deemed operational service" is less than 25 years.

iv) age 45 and 20 years of "actual operational service" in addition to some "deemed operational service", with an actuarial reduction the greater of:

a) the <u>sum</u> of:

1) the amount of the annual allowance determined in accordance with formula ii) above, <u>plus</u>

2) the amount of the deferred annuity benefit entitlement in respect of "deemed operational service", with an actuarial reduction the <u>greater</u> of:
I) 5 per cent per year to the nearest one tenth of a year, that the employee is younger than age 50 when he/she retires or opts for his/her benefit whichever is later, or

II) 5 per cent per year to the nearest one tenth of a year, that the employee's "deemed operational service" is less than 25 years.

or

b) the amount of the annual allowance determined in accordance with formula iii) above

v) age 45 and entitled to an immediate annuity after 25 years of "actual operational service" and also has some "deemed operational service" with an actuarial reduction of 5 per cent per year to the nearest one tenth of a year that the employee is younger than age 50 when he/she retires or opts for his/her benefit applied to the "deemed operational benefit"

The indexation of the enhanced superannuation benefit entitlements provided to "operational service" employees of CSC, which is discussed in further detail in Section 1.7, commences only after the participant has attained a combination of age and pensionable service which totals 85. Also, the indexation adjustments will not be applied prior age 55 or later than age 60.

1.6 Limitations on Accrual of Pensionable Service and Participation in the *PSSA*

35 Years Pensionable Service

The *PSSA* stipulates that the maximum years of pensionable service which a contributor can accumulate is 35. The contribution rate for a *PSSA* participant with more than 35 years of pensionable service declines to 1% of pensionable earnings. The salary earned by an employee with more than 35 years of pensionable service is included in the calculation of the 5 consecutive years of highest average earnings to determine the superannuation benefit entitlement.

Age 71

PSSA also requires that participants who reach age 71 cease contributions and accumulation of pensionable service effective as of January 1st of the year following their 71st birthday. For employees who elect to continue working beyond age 71 any additional salary earned is not taken into consideration in calculating the 5 consecutive years of highest average earnings. Also, access to a superannuation benefit entitlement is not available until the employee actually terminates employment with the Federal Public Service.

1.7 Indexation

Indexation is one the most important and beneficial features of the federal superannuation plan. In accordance with provisions of the *Supplementary Retirement Benefits Act (SRBA)*, basic superannuation benefit entitlements are increased in January of each year to compensate for increases in the Consumer Price Index (CPI). As illustrated in Table 2, the indexation adjustments since 1970, when the *SRBA* first came into force, have served to protect the value of superannuation benefit payments against inflation.

TABLE 2

INDEXATION INCREASES
(SUPPLEMENTARY RETIREMENT BENEFITS ACT)

Year of Payment	Percentage Increase	Year of Payment	Percentage Increase
1970	2.0	1988	4.3
1971	2.0	1989	4.1
1972	2.0	1990	4.7
1973	2.0	1991	4.8
1974	6.7	1992	5,8
1975	10.1	1993	2.1
1976	11.3	1994	1.9
1977	8.6	1995	0.6
1978	7.2	1996	1.6
1979	9.1	1997	1.6
1980	8,9	1998	1.9
1981	9.7	1999	0.9
1982	12.2	2000	1.5
1983	6.5	2001	2.5
1984	5.5	2002	3.0
1985	4.6	2003	1.6
1986	3.9	2004	3.3
1987	4.1	2005	1.7
		2006	2.2
		2007	2.3
		2008	1.8

The indexation of superannuation benefit entitlements normally commences effective January 1st of the year following the year of termination of employment. The first indexation adjustment is pro-rated to reflect the number of **full** months remaining in the year of termination of employment to January 1st of the following year. Administratively, the effective day upon which an employee is deemed to have ceased to be employed in the Federal Public Service is on the **day following** the last day for which the employee received or is deemed to have received remuneration in respect of employment in the Federal Public Service. The *PSSA* and the *SRBA* also stipulate that a participant is required to have at least one day of superannuation benefit entitlement in a given month in order to be considered "retired" in that month. As superannuation benefits are paid for 365 days a year, Saturdays Sundays and holidays are considered days for which superannuation benefits are also paid and therefore would also count as the first day of a superannuation benefit entitlement.

For example, if an employee's last day of remuneration is September 29th, he or she will be deemed to have ceased to be employed on September 30th and will therefore be entitled to indexation for the three remaining months of that year (i.e. October, November and December). Alternatively, if the employee's last day of remuneration is specified as September 30th, he or she will be deemed to have ceased employment on October 1st and will reduce the number of **complete** months prior to the following January 1st from three to two. Using a hypothetical example of a $31,500 immediate annuity with a scheduled 2% annual indexation adjustment, the impact of this additional one day of employment could result in future superannuation benefit losses of $52.50 per year (indexed). PSAC members are advised to seriously consider this issue when determining their actual date of termination of employment.

The foregoing pro-rating provision only applies to the first indexation increase following termination of employment. In all subsequent years, the entire annual indexation adjustment applies to superannuation benefit entitlements. Table 3 below provides the schedule of the pro-rated portion of the indexation adjustment by month of termination.

TABLE 3

INITIAL INDEXATION INCREASE

Month of Termination	Pro-Rated Increase For the following year
January	11/12
February	10/12
March	9/12
April	8/12
May	7/12
June	6/12
July	5/12
August	4/12
September	3/12
October	2/12
November	1/12
December	0/12

1.8 Integration with Canada/Québec Pension Plans

The employee contribution rates and benefit entitlements of the *PSSA* are integrated with the Canada/Québec Pension Plans (C/QPP). This design feature is one of the more controversial and misunderstood aspects of the *PSSA.* The PSAC is in constant receipt of concerns expressed by members and retirees regarding this issue. As a consequence, it is important to provide a complete background and explanation on the C/QPP integration provisions of the *PSSA*.

Background

Effective January 1, 1966, the C/QPP were introduced by the Federal

Government and the Province of Québec to provide virtually all working Canadians and their families with a degree of earnings-replacement protection in the event of the retirement, disability or death of the wage earner. Initially, employees and employers were each required to contribute 1.8% of earnings up to a level reflective of average wages in Canada and benefits were designed to represent 25% of earnings up to this level.

As C/QPP participation was compulsory, pension plans already in existence at the time (such as the *PSSA*) required a decision as to whether or not their plans would be amended to account for the new mandatory public pension scheme. There were basically two choices available: a private plan could ignore the introduction of the C/QPP and simply "stack" benefit and contributions rates on top of the C/QPP or coordinate the plan provisions to recognize the contributions required and coverage provided under the C/QPP. In general, this decision was, for the most part, determined in accordance with the level of protection afforded by the private plan. For example, if the private plan in question provided a very basic level of pension protection, or was a defined contribution (money purchase) plan, then the decision was likely not to amend or coordinate with the features of the C/QPP. On the other hand, more generous pension arrangements that already provided a significant level of replacement income were most likely to opt for integration with the C/QPP.

In 1966, the existing Federal Government decided that the terms of the *PSSA* would be integrated with the provisions of the C/QPP. This decision was based primarily on the fact that the *PSSA* was providing an appropriate level retirement income for employees earning below the average industrial wage and these individuals were already diverting a significant portion of their income to retirement savings in the form of superannuation contributions. In other words, for Federal Government employees, the retirement income system, composed of Old Age Security (OAS), C/QPP, and employer-sponsored pensions, would replace approximately 85% of the pre-retirement income of a *PSSA* participant earning at or below the average wage. To require such employees to provide themselves with an even higher replacement rate, by increasing contributions above what was already required under the *PSSA*, was considered to be too great a diversion of earnings from current consumption needs.

As a result, the Federal Government, in consultation with the Advisory Committee on the *PSSA*, adopted the following integration method:

1. The combined contributions under the superannuation plan and the C/QPP

would equal the existing contribution rates under the PSSA.

2. The superannuation benefit earned before the inception of the C/QPP would remain the same. In other words, for years prior to 1966, there would be no integration in the benefit calculation. Furthermore, as a result of "full" C/QPP benefits not being payable prior to age 65, there would be no benefit reduction between ages 60 and 65.

3. At the time the C/QPP retirement benefit became payable:

   a) the portion of the superannuation benefit based on the salaries on which "split" contributions applied would be reduced from 2% to effectively 1.3% of average salary for each year of service after C/QPP commenced and;

   b) The balance of the superannuation pension benefit based on the salaries above the Yearly Maximum Pensionable Earnings (YMPE) on which only the *PSSA* contributions had been paid would be 2%;

4. The reduction described in 3a) above would be applied immediately in the case of a disability retirement, where the disabled employee was entitled to disability benefits both under C/QPP and the *PSSA*.

5. There would be no reduction in survivor and children's benefits under the *PSSA*, despite the provision of these benefits under C/QPP. This decision was based both on the recommendation of the Department of Insurance which had advised against integration given the number of very small survivor and children benefits payable under the *PSSA,* as well as the administrative difficulties which would result because of the various criteria which had to be met to qualify for a survivor's benefit under the C/QPP and the varying formula that existed to determine the amount of the benefit that would be payable under that plan.

As a federal statute, the *PSSA* is not subject to "negotiations" with federal public service bargaining agents. Therefore, the input of the PSAC to the CPP/QPP integration discussions in 1965-66 was restricted to the limited legislated mandate provided to representatives on the Advisory Committee of the *PSSA.* The current C/QPP integration formula represents the extent of the protections the PSAC was capable of attaining in this forum to protect the interests of the membership and their families.

The entire issue of the coordination of the *PSSA* with the C/QPP is further complicated by the revisions introduced to the public pension system by the Federal Government in agreement with the majority of the provinces. Since 1987, the required contribution rates to the C/QPP have increased considerably. The resulting implications for the *PSSA* are illustrated in Table 4. As of January 1, 2003, employee contribution rates to C/QPP have risen to 4.95%. As a result, had a decision been made in 1966 to "stack" the contribution rates and benefit formulae of the C/QPP and the *PSSA*, as of 2003, 12.45% of salary (below the YMPE) of federal public service employees would be deducted for purposes of pension contributions.

C-QPP Reduction Formula

At present, upon attaining the age of 65 (or upon entitlement to C/QPP disability benefits), a retiree in receipt of a *PSSA* benefit will have his/her superannuation benefits reduced by the following pre-determined formula as specified in legislation:

".007 x number of years of contributory service since January 1, 1966 x average maximum pensionable earnings (AMPE), or average salary, whichever is lower."

As a result of legislated amendments incorporated in *Bill C-13 (Budget Implementation Act)* and which received Royal Assent on June 22nd, 2006, the C/QPP offset reduction factor will be revised in accordance with the following schedule:

2008 -	**.00685**
2009 -	**.00670**
2010 -	**.00655**
2011 -	**.00640**
2012 -	**.00625**

The AMPE refers to the average of the C/QPP earnings ceilings (YMPE) for the year of retirement (or for the year of entitlement to C/QPP, if this occurs before retirement) and the four preceding years. The C/QPP ceilings for 2004 through to 2008 are $40,500, $41,100, $42,100, $43,700 and $44,900 respectively. The AMPE for 2008, therefore, is $42,460. If an employee's average salary is lower than the AMPE, the actual average salary would be used in the calculation.

By way of example, an employee with 35 years of service and an average salary in excess of the AMPE who retires on December 30, 2008, would have his/her *PSSA* benefit reduced at age 65 (or upon receipt of C/QPP disability benefits) by $10,179.79 per annum (.00685 x 35 x $42,460) or $848.32 per month. This amount could vary according to years of contributory service and/or average salary. Please note that in 2008, the maximum C/QPP retirement benefit payable from age 65 is $884.58.

Departmental pay and benefits specialists provide terminating employees with a projected estimate of the C/QPP reduction which would apply at either age 65 or the commencement of receipt of C/QPP disability benefits.

TABLE 4

Year	PSSA Contribution - Below YMPE[1]	C/QPP Contribution Rate	PSSA Contribution Formula Above YMPE
1966-1986	5.7%[2]	1.8%	7.5%
1987	5.6%	1.9%	7.5%
1988	5.5%	2.0%	7.5%
1989	5.4%	2.1%	7.5%
1990	5.3%	2.2%	7.5%
1991	5.2%	2.3%	7.5%
1992	5.1%	2.4%	7.5%
1993	5.0%	2.5%	7.5%
1994	4.9%	2.6%	7.5%
1995	4.8%	2.7%	7.5%
1996	4.7%	2.8%	7.5%
1997	4.5%	3.0%	7.5%
1998	4.3%	3.2%	7.5%
1999	4.0%	3.5%	7.5%
2000[3]	4.0%	3.9%	7.5%
2001	4.0%	4.3%	7.5%
2002	4.0%	4.7%	7.5%
2003	4.0%	4.95%	7.5%
2004	4.0%	4.95%	7.5%
2005	4.0%	4.95%	7.5%
2006[4]	**4.3%**	4.95%	**7.8%**
2007	**4.6%**	4.95%	**8.1%**
2008	**4.9%**	4.95%	**8.4%**
2009	**5.2%**	4.95%	**8.4%**
2010	**5.5%**	4.95%	**8.4%**
2011	**5.8%**	4.95%	**8.4%**
2012	**6.1%**	4.95%	**8.4%**
2013	**6.4%**	4.95%	**8.4%**

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[1] This column refers to contributions to the PSSA required on those earnings subject to the C/QPP. For example, in 2003, employees are only required to contribute to C/QPP on earnings between $3,500 (Year's Basic Exemption (YBE)) and $39,900 (Yearly Maximum Pensionable Earnings (YMPE)). Prior to 2000, earnings below the YBE and above the YMPE were subject to a PSSA contribution rate of 7.5%.

[2] Prior to the implementation of indexation in 1970 under the Supplementary Retirement Benefits Act, employee contribution rates were 6.5%. In addition, prior to February 1, 1976 female employees contributed 5% of pensionable earnings.

[3] The passage of the *Public Sector Pension Investment Board Act* (Royal Assent: September 14th, 1999) resulted in a delinking of the employee contribution rates to the *PSSA* and the C/QPP. Between January 1, 2000 and December 31st, 2003, the employee contribution rate to the *PSSA* for earnings below the YMPE will remain frozen at 4.0%. Effective January 1, 2004, the legislation allows for annual increases in the employee *PSSA* contribution rate of up to .4% for salary less than, equal to or more than the YMPE.

[4] On July 7th, 2005, President of Treasury Board announces increases in employee contribution rates to the *PSSA* for the period 2006 to 2013.

1.9 Survivor Benefits

In the event of the death of a *PSSA* contributor, the **survivor** and **children** become entitled to an immediate allowance.

Definition of « Survivor »

The *PSSA* defines **survivor** as:

1) A person who is the lawful spouse of the contributor, providing the marriage occurred prior to retirement (i.e. ceasing to be employed in the Public Service). In cases where a relationship of a conjugal nature existed prior to the date of marriage, the President of the Treasury Board may direct that the marriage be deemed to have occurred at an earlier date.

2) A person with whom the contributor was cohabiting in a relationship of a conjugal nature for at least one year prior to the death of the contributor. The relationship must have existed prior to the contributor's retirement.

In the event of death within one year of marriage, no survivor benefit is payable unless the President of the Treasury Board is provided with satisfactory proof that the contributor's health at the time of the marriage was such that he/she was expected to live for at least one year.

In the case of cohabitation in a relationship of a conjugal nature, documentary evidence must be provided that such a relationship remained continuously in effect at least one year prior to and including the date of the contributor's death. In this instance, the survivor must submit proof to the Superannuation Directorate of the existence of cohabitation in a relationship of a conjugal nature. Such evidence normally takes the form of statutory declarations from disinterested persons who know the circumstances of the relationship, along with copies of bills, receipts, mortgage papers, leases, joint bank accounts credit accounts and any other relevant documentation.

In the event a contributor has both a legal spouse and an eligible survivor with whom he/she has lived in a relationship of a conjugal nature, the survivor benefit will be apportioned between the two claimants. Each survivor's share of the benefit will be based on the length of cohabitation with the contributor.

Within 3 months from the date of notice of entitlement to survivor benefit, the survivor has the option of waiving entitlement to the survivor benefit if such a waiver results in the payment of a minimum benefit or a double rate child's allowance. The two preceding benefit entitlement options are discussed in further detail below.

« Survivor » Benefit Entitlement

The *PSSA* provides a survivor benefit equal to one-half the **basic accrued superannuation entitlement** of the deceased contributor with at least two years of pensionable service. In other words, the survivor benefit is calculated without regard to C/QPP integration or any reduction which would apply to an annual allowance option.

For example, the calculation of a survivor benefit payable in the event of the death of a *PSSA* contributor at age 45 with 25 years of pensionable service and highest average earnings of $45,000 would be:

1 p.100 X 25 X 45 000 $ = 11 250 $ per annum

In this particular instance, the calculation of the survivor benefit foregoes any actuarial reduction regarding the fact that the deceased *PSSA* contributor had not satisfied the age or service requirements for an immediate annuity as of the date of death. The survivor benefit allowance formula also does not include provision for the C/QPP "reduction factor". The survivor can receive survivor benefits under C/QPP and will also receive the "full" survivor benefit in accordance with the formula above as prescribed in the *PSSA.*

Definition of « Child »

The term **"child"** in accordance with the *PSSA*, includes a natural child, stepchild or adopted child and means a child of a contributor who is:

a) less than 18 years of age, or

b) over 18 but less than 25 years of age and in full-time attendance at a school or university, having been in such attendance substantially without interruption since reaching age 18 or since the contributor died, whichever is later.

Surviving « Child » Allowance

Each eligible surviving **"child"** is entitled to an immediate allowance equal to one-tenth of the **basic accrued superannuation entitlement** of the deceased *PSSA* contributor. If there is no **"survivor",** then each eligible surviving **"child"** is entitled to an immediate allowance equal to one-fifth of the **basic accrued superannuation entitlement** of the deceased *PSSA* contributor.

The maximum combined amount of **"child"** allowances payable with respect to one contributor is four fifths of the **"survivor"** benefit. If there is no **"survivor"** the maximum combined amount payable would be four fifths of the **basic accrued superannuation entitlement** of the deceased *PSSA* contributor. If there are more than 4 surviving "**children"**, the maximum combined amount payable may be divided among the **“children”**.

Benefits are payable to the **survivor** and **children** immediately and are normally paid directly to the **survivor.** If there the **children** are not residing with the **survivor**, the **children’s** allowances are paid to the person designated as responsible for their custody and control. Also, allowances are normally paid directly to **children** who are over the age of 18.

Minimum Benefit (e.g. PSSA contributor with no survivor or « children »)

In the event of the death of a *PSSA* contributor with a minimum of two years of pensionable service where there is **no eligible or no longer any eligible survivor or “children”** the greater of the two following amounts is payable to the beneficiary named under the Supplementary Death Benefit (SDB) Plan:

- Return of Contributions (ROC) plus interest

  or

- Five years of **basic accrued superannuation entitlement (i.e. immediate annuity)** payments**.**

Any benefits already paid to a survivor or “children” (excluding indexing benefits) are subtracted from the foregoing amounts.

If the *PSSA* participant has not named a beneficiary, or the designated beneficiary has not survived the *PSSA* participant, or the *PSSA* participant has declined coverage under the SDB Plan, then amount is payable to the estate of the deceased *PSSA* participant. If the amount is less than $1,000, the President of the Treasury Board will designate the person or persons entitled to payment.

Concerns have been raised in regards to the adequacy and fairness of the minimum benefit provisions of the *PSSA* particularly by PSAC members who are “single” and without “children”. This issue is currently being pursued by the PSAC at the Public Service Pension Advisory Committee.

1.10 Benefits in the Event of Separation or a Divorce

In the event of a divorce/separation or a permanent conclusion to a relationship of a conjugal nature, the superannuation benefit entitlements accrued by a *PSSA* participant during the course of a marriage or period of cohabitation in a relationship of a conjugal nature may be divided in accordance with the provisions of the ***Pension Benefits Division Act (PBDA).***

Married persons who have separated or divorced, and persons who have lived in a relationship of conjugal nature for a minimum of one year and have separated are eligible to receive a division of accrued superannuation benefit entitlements. The *PBDA* requires a formal application for division from either party to the marriage or relationship of a conjugal nature and must be accompanied by a court order or separation agreement between the parties providing for the division of accrued superannuation benefit entitlements. In the event the application is based on a separation agreement, the couple must have been separated for a minimum of one year.

Should the application for division be approved, a lump sum representing the share of the accrued superannuation benefits subject to division will be transferred to either a registered savings vehicle designated by the receiving party or a life insurance company to purchase a life annuity. The lump sum amount can never exceed 50 per cent of the value of accrued superannuation benefit entitlements subject to division. The superannuation benefits of the *PSSA* participant will be reduced to reflect the division.

PSSA participants will receive notification of any application filed for division of his/her accrued superannuation benefit entitlements. An objection to the division may be filed within 90 days of the date the notice of application was sent and can only be based on the following grounds as specified under the *PBSA*:

- the court order or agreement between the parties has been changed or is no longer valid;
- the terms of the court order or agreement between the parties have been satisfied, or are being satisfied, by some other means;
- the court order has been appealed or the terms of the agreement between the parties are being challenged in court.

The *PBSA* also delegates discretion to the Minister of Public Works and Government Services to refuse to approve a division if he/she is satisfied that it would not be just to do so.

Due to the complexity of issues associated with the administration of superannuation benefits division under the *PBDA*, any PSAC member requiring information or assistance in this area is encouraged to contact directly *PBDA* Client Advisory Services with the Superannuation, Pension Transition and Client Services Sector at the following telephone or facsimile numbers:

Telephone No.: 1-800 883-1411

Telecommunication Device for the Hearing Impaired: 1-506 533-5990

Facsimile No.: 1-506 533-5457

E-mail:
http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/lppr-pbda/lppr-pbda-eng.html

2.1 Verification of Length of Full-time and Part-time Pensionable Service

The majority of federal departments and agencies provide employees with annual pension and benefit statements. In order avoid any unforeseen surprises or disappointments at the date of retirement, members should verify their length of full-time and part-time pensionable service with their departmental pay and benefits officer well in advance of a pending retirement date. Members are also encouraged to maintain their own employment records and documentation in the eventuality of a dispute or disagreement over superannuation benefit entitlements based on pensionable service.

2.2 Elective Pensionable Service and Pension Transfer Agreements

As mentioned previously, the amount of a *PSSA* benefit entitlement is directly dependent on the *PSSA* participant's length of pensionable service. The *PSSA* provides contributors with opportunities to increase pensionable service through elective service provisions and Pension Transfer Agreements.

Elective Service

The types of elective service for which a *PSSA* contributor could obtain credit include:

- Prior Federal Public Service Not Included as Pensionable Service
- Service with the Canadian Forces
- Service with the Royal Canadian Mounted Police
- War Service
- Civilian War Service
- Service as a Locally-Engaged Employee
- Service with an International Organization
- Service as a Member of Parliament
- Outside Pensionable Employment which is "immediately prior" to employment with the Federal Public Service
- Previous Periods of Leave without Pay Not Included as Pensionable Service

PSAC members are encouraged to consult with their designated departmental pay and benefits specialist if any of the foregoing represents an opportunity for elective service. A cost estimate can be obtained in advance to assist with assessing whether pursuing a past service election is a viable option. The Treasury Board Secretariat website also includes an elective service buyback estimator at:

http://apppen-penapp.tpsgc-pwgsc.gc.ca/penavg-penben_prod/acceuil-home.do?lang=eng

The cost of electing prior pensionable service is dependent on a number of factors including the type of elective service, the timing of the actual election and the method of payment for the elective service. In all cases involving a "late" election (i.e. more than one year subsequent to commencing contributions to the *PSSA*) the contributor is also required to pass a medical examination administered by Health Canada in order to validate an election.

Pension Transfer Agreements

Pension Transfer Agreements (PTAs) provide for portability of accrued pension benefits and service between the *PSSA* and other pension arrangements.

A list of PTAs currently in force between the Government of Canada and other pension plan sponsors is included on the Treasury Board Secretariat website at :

http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/Pensions/ypp2_e.asp#_Toc497204697

This list is updated frequently by the Treasury Board Secretariat.

Ordinarily the option to transfer pensionable service via an existing PTA expires after one year of contributor status under the *PSSA*. However, members retaining pensionable service entitlements with another pension arrangement where no PTA currently exists are encouraged to continue to monitor the Treasury Board Secretariat listing in the eventuality that a PTA is eventually concluded between the Government of Canada and the sponsor of the other pension arrangement. This would then provide the opportunity to transfer the prior pensionable service to the *PSSA* in an administratively efficient and cost effective manner.

2.3 Personal Documentation

Missing and inaccurate personal documentation will result in errors and delays in the processing of superannuation benefit entitlements. *PSSA* Regulations identify the documentary evidence required to substantiate entitlement to various superannuation options and benefits. In order to avoid any unnecessary hardship and inconvenience, PSAC members are encouraged to ensure that their personal file with the employing department or agency contains current personal documentation and information including:

a) proof of age of contributor;

b) accurate designation of beneficiary for Supplementary Death Benefit (Form PWGSC-TPSGC 2196 – “Naming or Substitution of Beneficiary”)

c) names and detailed contact information of any survivor(s) and children;

d) proof of age of any survivor(s) and children;

e) documentation related to marital and family status:

i) marriage certificate or evidentiary documentation to substantiate cohabitation in a relationship of a conjugal nature;

ii) divorce decree, separation papers, or death certificate of survivor;

iii) where there was a previous marriage, the marriage certificate of that marriage and the death certificate or divorce decree in respect of the former survivor;

iv) where the contributor is living apart from his/her survivor, written record of contributor's view relating to the circumstances;

v) relevant documentation relating to children (e.g. proof of age, adoption papers, evidence of guardianship, evidence of continuous attendance at qualified educational institution, etc.);

vi) declaration of evidence relating to a change of name (other than by marriage) or reconciling any difference between name on personal documents and name on the appointing certificate.

2.4 Pre-retirement Transition Leave Policy

For interested employees within two years of eligibility for an **immediate annuity,** a Treasury Board of Canada policy exists which provides the opportunity for a gradual transition to retirement. The Pre-retirement Transition Leave Policy allows employees in these situations to reduce the length of their workweek up to 40 per cent and maintain pension and benefit coverages (as well as required contributions/premiums) at pre-arrangement levels. However, please note that pre-retirement transition leave is subject to managerial approval and discretion, based on operational feasibility.

Additional information on the Pre-retirement Transition Leave Policy is available at the following website address: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/leave/prtlp_e.asp

Important Information for Impending Retirement

3.1 Severance Pay

The prevailing collective agreement stipulates the various circumstances and formulae for calculating severance pay entitlements. Terminating employment with entitlement to an immediate superannuation benefit is generally considered a "retirement" for purposes determining the applicable severance pay calculation. For example, employee groups represented under the PA, SV, TC and EB collective agreements between Treasury Board and the PSAC all contain the following identical language:

« (d) Retirement

(i) On retirement, when an employee is entitled to an immediate annuity under the Public Service Superannuation Act *or when the employee is entitled to an immediate annual allowance, under the* Public Service Superannuation Act*,*

or

(ii) a part-time employee, who regularly works more than thirteen and one-half (13 1/2) but less than thirty (30) hours a week, and who, if he or she were a contributor under the Public Service Superannuation Act*, would be entitled to an immediate annuity hereunder, or who would have been entitled to an immediate annual allowance if he or she were a contributor under the Public Service Superannuation Act*,

a severance payment in respect of the employee's complete period of continuous employment, comprised of one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by three hundred and sixty-five (365), to a maximum of thirty (30) weeks' pay."

It is also important to note that the aforementioned collective agreements all specify that the calculation of severance pay is based on:

… the weekly rate of pay to which he or she is entitled for the classification prescribed in his or her certificate of appointment on the date of his or her termination of employment."

Therefore, for purposes of maximizing severance pay entitlements, a PSAC member would be advised to consider deferring his/her date of retirement until after a forthcoming scheduled salary adjustment or pay increment.

Transfer to an RRSP – Severance pay is considered under the provisions of the *Income Tax Act (ITA)* as a “retiring allowance” and, subject to limitations, transferable directly to a Registered Retirement Savings Plan (RRSP) without income tax held at source. Any amount of severance pay in excess of *ITA* limitations is subject to income tax at source unless a Tax Waiver letter can be obtained from the Canada Revenue Agency (CRA) and if applicable from Revenue Québec. Further information on the treatment of severance pay (i.e. retiring allowance) under the provisions of the *ITA* can be obtained by contacting the CRA at 1-800-959-8281 or at the following website address:

http://www.cra-arc.gc.ca/menu-eng.html

3.2 Annual, Compensatory, Furlough Leave Credits

Any of the above leave credits that have been earned but not used at termination of employment are paid in cash at the current rate of pay as at the last day of employment. These amounts are ineligible for transfer to an RRSP unless a Tax waiver letter can be obtained from the CRA and if applicable from Revenue Québec.

Members should note that annual, compensatory and furlough leave are considered “pensionable service” in accordance with the provisions of the *PSSA.* Prior to establishing an actual retirement date, members should carefully assess the advantages and disadvantages of using accumulated annual, compensatory or furlough leave, thereby increasing pensionable service and improving future superannuation benefits versus receiving lump-sum cash payments for accumulated credits upon termination of employment.

3.3 Sick Leave Credits

Earned but unused sick leave credits are not paid out in cash upon termination of employment.

3.4 Public Service Health Care Plan (PSHCP)

If entitled to an immediate monthly superannuation benefit upon termination of employment, PSAC members may continue their coverage, as a pensioner, under the Public Service Health Care Plan (PSHCP) and the applicable premiums will be deducted from monthly pension cheques. PSAC members not participating in the PSHCP as employees can elect to enroll as a pensioner and pay the appropriate premium. For residents of Quebec, the employer's portion of PSHCP premiums is considered a taxable benefit and subject to Quebec income tax. Detailed information on current PSHCP premium rates and coverage for pensioners can be obtained by contacting the plan administrator (Sun Life Financial) at 1-888-757-7427 (247-5100 in the National Capital Region) or by consulting the following website address:

http://www.njc-cnm.gc.ca/directive/index.php?did=9&lang=eng&merge=2

For PSAC members participating in the PSHCP as employees, the PSHCP identifier number will remain the same as a pensioner.

In the event of a death of a PSHCP participant, coverage can continue for the eligible spouse and dependants.

If upon the date of retirement, the PSAC member opts for a deferred annuity, eligibility for PSHCP coverage can be re-established within 60 days of the commencement of the annuity benefit. In these situations, the PSAC advises that the application for renewal of PSHCP coverage be made well in advance of the start of deferred annuity payments in order to avoid a possible late application which requires an initial three-month waiting period.

The PSAC always recommends verifying that the PSHCP premium deductions from monthly superannuation cheques correspond to the appropriate level of coverage requested/required by the employee/pensioner.

3.5 Dental Care Plan (DCP) and Pensioners' Dental Services Plan (PDSP)

In general, coverage under the Dental Care Plan (DCP) ceases upon the date of termination of employment. However, in cases where certain types of dental treatment (e.g. root canal) began prior to the date of termination, DCP coverage will continue only if such treatment is to be completed within 31 calendar days of termination of employment.

Eligibility to participate in the Pensioners' Dental Services Plan is available upon commencement of an annuity or annual allowance pursuant to the *PSSA* as a result of retirement from a federal department or specified federal agency/entity. A listing of the foregoing agencies and entities is available by contacting the Plan Administrator, Sun Life Financial, at 1-888-757-7427 (or 247-5100 in the National Capital Region) or at the following website address :

http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/pdsp-rsdp/pdsp-rsdp-eng.asp

Eligible participants enroll in the PDSP through the completion and submission of a prescribed application form to Sun Life Financial. The application for enrollment must be received by Sun Life Financial within 60 days of the effective date of a superannuation entitlement. Otherwise, enrollment at a later date will not be permitted in accordance with the terms of the PDSP. However, application for enrollment can be deferred, if the eligible party provides proof of coverage under another dental plan or has Veterans' Coverage. In these latter cases, eligibility to participate in the PDSP is permitted upon receipt of a prescribed application form no later than 60 days following termination of coverage under the other dental plan or Veterans' Coverage.

The required PDSP employee premiums can be deducted directly from a participant's monthly superannuation benefit cheque. Please note that in Ontario and Québec, PDSP premiums are subject to provincial sales tax. In addition, for residents of Québec, the portion of the PDSP premium paid by contributions from the Government of Canada is a taxable benefit and is subject to Québec income tax.

Details on the premium rates for various categories of coverage along with enrollment information and plan summary can be obtained by contacting Sun Life Financial at the telephone number or website address provided immediately above.

3.6 *PSSA* Elective Service Payments

For retirees eligible for an immediate annuity or who opt for an immediate annual allowance, payments for the unpaid portion for any *PSSA* past service election will continue to be deducted from monthly superannuation benefit cheques in the same manner as prior to retirement. In the case of *PSSA* participants who opt for a deferred annuity, monthly payments for elective service may also be made by sending a cheque or money order payable to the Receiver General for Canada directly to the Superannuation, Pension Transition and Client Services Sector. Elective service payments made on an installment basis are insured through additional mortality charges and therefore, in the eventuality of the death of the *PSSA* participant, the elective service cost is considered to be paid in full, with no further payment obligations from the survivor(s) or estate.

In view of the interest rates and mortality charges associated with the installment method of payment, *PSSA* participants contemplating termination of employment may wish to consider payment of all or a portion of the outstanding amount of elective service cost using funds available from termination payments.

3.7 *PSSA* and SDB Leave Without Pay Arrears

Payments for outstanding arrears for pensionable service and SDB coverage accrued during prior periods of leave without pay can be deducted from monthly superannuation benefits cheques in the same manner as active *PSSA* participants employed with the Federal Public Service. Recovery of the *PSSA* and SDB arrears is initiated upon commencement of receipt of an annuity or allowance pursuant to the *PSSA.* Terminating employees also have the option of paying all or a portion of the *PSSA* and SDB arrears in a lump sum payment with the funds available from termination payments.

Unlike past service election payments, there is no insurance arrangement for payment of *PSSA* and SDB leave without pay arrears on an installment basis. Recovery of any arrears unpaid at the time of a *PSSA* participant's death may be made from any allowance payable to a survivor and children by either lump-sum payment or installments for a term specified by the President of the Treasury Board with 4% interest.

3.8 Provincial Medical and Other Extended Insurance Plans

Basic health insurance coverage for public medical and hospital care varies according to province. The majority of provinces do not levy health premiums with the notable exceptions being British Columbia and Alberta.

British Columbia Medical Services Plan

For residents of British Columbia (or those who plan to be) the required monthly premiums for the British Columbia Medical Services Plan can be deducted directly from the monthly superannuation benefit cheque.

Additional details on the British Columbia Medical Services Plan can be obtained from any of the contact coordinates indicated below:

BC Medical Services Plan
P.O. Box 9035, Stn. Prov Govt
Victoria, BC V8W 9E3

Telephone No. Vancouver :
(604) 683-7151
Remainder of B.C. :
1 800 663-7100

Facsimile No. :(250) 405-3595

Website:
http://www.tbs-sct.gc.ca/hr-rh/in-ai/2010/1012a-eng.asp

Alberta Health Care Insurance Plan

For residents of Alberta (or those who plan to be) monthly premiums are required for the Alberta Health Care Insurance Plan. However, these premiums cannot be deducted from the monthly superannuation benefit cheque. Upon termination of employment, Alberta Health Care Insurance Plan payroll deductions cease and will be billed directly to the retiree by the Alberta Health Care Insurance Plan.

Additional details on the Alberta Health Care Insurance Plan can be obtained from any of the contact coordinates indicated below:

Alberta Health Care Insurance Plan
Alberta Health and Wellness
P.O. Box 1360, Station « Main »
Edmonton AB T5J 2N3

Telephone No :
Edmonton : 780-427-1432
Remainder of Alberta dial : 310-0000
then 780-427-1432

Facsimile No :
(780) 422-0102

Website :
http://www.health.gov.ab.ca/ahcip/AHCIP.html

Blue Cross of Atlantic Canada or Québec Blue Cross

For those employees who subscribe to either Blue Cross of Atlantic Canada or Québec Blue Cross, such coverage can continue into retirement and required premium rates deducted from the monthly superannuation benefit cheque. The applicable pensioner premium rates will be included in the documentation provided by departmental pay and benefits personnel for purposes of processing a retirement.

3.9 Supplementary Death Benefit Plan

The *PSSA* includes a Supplementary Death Benefit (SDB) which provides decreasing term life insurance protection payable to a designated beneficiary. SDB coverage is applicable to the majority of employees who participate in the *PSSA* and can continue into retirement.

The SDB plan provides a benefit equal to twice an employee's annual salary. If this amount is not a multiple of $1,000, the benefit coverage is adjusted to the next highest multiple of $1,000. The amount of the SDB benefit and coverage adjusts automatically for increases in salary. The SDB benefit declines by 10 per cent for each year beyond the age of 65. For example, if the employee has coverage for $90,000 at 65 (i.e. $45,000 annual salary X 2) and the salary does not change, coverage would decline to $81,000 at age 66, $72,000 at 67, and so on. The yearly reduction will take effect on April 1 or October 1, whichever date comes first after the employee's birthday.

With the reduction rate described above, benefits would ordinarily decline to zero as of age 75 except for the following two relevant provisions :

1) Participants still employed, or those who cease to be employed and are entitled to an immediate annuity or an annual allowance payable within 30 days after they cease to be employed, are entitled to a paid-up coverage of $10,000 when they reach age 65. This means that the participant, whatever his or her actual coverage at 65, has $10,000 of that coverage without contribution. This paid-up benefit is retained for life at no cost.

2) If a participant dies after reaching age 65 while still employed in the Public Service, the minimum coverage is the greater of $10,000 or one third of the person's annual salary. If one third of the salary is not a multiple of $1,000, it will be adjusted to the next higher multiple of $1,000 in order to determine this benefit.

The contributions required for SDB coverage are 15 cents per month for every $1,000 of coverage. In other words, an employee earning $45,000 per annum with $90,000 of SDB coverage would be required to contribute $13.50 per month or $162.00 per year. After age 66, the contributions required decline in accordance with the automatic annual 10 per cent reduction in SDB coverage.

An employee who retires with an entitlement to an immediate annuity, an immediate annual allowance payable within 30 days after termination of employment or with a disability annuity at any age, is deemed to have elected to continue participation in the SDB Plan. In other words, no further action is required of the employee and the required SDB contributions will be deducted automatically from the monthly superannuation cheque. In accordance with the foregoing retirement scenarios, there is no change in the required SDB contribution rate (i.e. remains at 15 cents per month for every $1,000 of coverage).

Alternatively, a retiring employee can choose to cancel or reduce SDB coverage to $10,000. The required documentation to proceed in this manner should be provided by the departmental Pay and Benefit Specialist. Such an option is irrevocable and there are no provisions in the *PSSA* to provide for reinstatement of coverage. Participants eligible for $10,000 paid up SDB coverage at age 65 should seriously consider reducing coverage to $10,000 as an alternative to complete cancellation of coverage.

Employees who terminate employment with a superannuation benefit <u>other than</u> an immediate annuity, an immediate annual allowance payable within 30 days after termination of employment or with a disability annuity are required to make a formal election to continue SDB coverage. The required documentation should be provided by the departmental Pay and Benefit Specialist. Terminating employees are required to remit the full contribution for the first year of coverage when submitting the documentation to continue participation in the SDB Plan. The required payment can be made by cheque, money order or bank draft payable to the Receiver General for Canada and must be received by the Superannuation, Pension Transition and Client Services Sector within 30 days of the date of termination. Elective SDB participants will be provided with instructions by the Superannuation, Pension Transition and Client Services Sector on how to remit future required SDB contributions within prescribed time limits. Cancellation of elective SDB coverage can result if the Superannuation, Pension Transition and Client Services Sector is not in receipt of the required SDB contributions within 30 days of the due date prescribed by the *PSSA.*

In these circumstances, a higher contribution rate is also required to retain SDB coverage. A full explanation of the calculation of the applicable SDB contribution is available at the following website address: http://www.tpsgc-pwgsc.gc.ca/pension/retr/pubs/trousses-kits/deductions-inex-eng.html

For example, a retiring employee at age 50 with SDB coverage of $90,000 (having a final annual salary of $45,000) would be required to pay $1,084.95 per year to retain SDB coverage beyond termination. Furthermore, no paid-up coverage is available in these circumstances. Consequently, SDB coverage ceases completely as of age 75.

Employees have the right to designate and substitute the beneficiary to whom the SDB will be payable. SDB participants are advised to inform their departmental Pay and Benefit Specialist, while employed, and the Superannuation, Pension Transition and Client Services Sector, when retired, of the address and contact coordinates of their designated beneficiary and of any subsequent changes.

3.10 Public Service Management Insurance Plan (PSMIP) – Life Insurance portion

As a consequence of specific career patterns, a number of PSAC members are subject to the Public Service Management Insurance Plan (PSMIP) which provides Basic, Supplementary and Dependent Life Insurance. Coverage under these life insurance arrangements ceases as of the date of termination of employment. However, a conversion privilege to an individual policy without evidence of insurability is available for a 31-day period following the date of termination. Terminating employees interested in the foregoing option are required to submit a written request to the insurer citing their Individual Agency Number (IAN), the date of termination of employment and group policy number G68-1400. The IAN is provided to employees by the departmental Pay and Benefits Specialist. The contact coordinates for the insurer are as follows:

Industrial Alliance and
Financial Services Inc
Group Life and Disability Claims
Department (PSMIP)
522 University Avenue
Toronto ON M5G 1Y7

Telephone No.: 1 800 977-2117

3.11 PSAC Enhanced Coverage

Many PSAC members have enrolled for additional life insurance, and accidental death and dismemberment coverage for themselves and their spouses and dependents provided under the PSAC Enhanced Coverage program. This coverage remains in effect until October 1st of the year following the year the PSAC member attains age 66. While employed, the required premium payments for the PSAC Enhanced Coverage program are deducted from salary. In the event of retirement prior to age 66 this coverage can continue provided arrangements are made to remit the required premium payments directly to the plan administrator. Also, at age 66, the PSAC Enhanced Coverage can be converted to a personal life insurance policy without evidence of insurability.

Members enrolled in the PSAC Enhanced Coverage program are encouraged to contact the plan administrator at any of the coordinates below to discuss options and arrangements in advance of an impending retirement from the Federal Public Service:

Coughlin and Associates Ltd
P.O. Box 3518, Station « C »
Ottawa ON K1Y 4G1

Telephone No :
Ottawa-Gatineau Region:
(613) 231-2266
Rest of Canada : 1 888 613-1234

Facsimile No.: (613) 231-2345

Website:
http://www.coughlin.ca/en/default.aspx

3.12 Association of Public Service Alliance Retirees (APSAR)

Delegates to the PSAC National Convention of April, 1997 approved the establishment of the Association of Public Service Alliance Retirees (APSAR) for the purpose of protecting the interests of former PSAC members in retirement. APSAR also provides the opportunity for retiring PSAC members to remain aware and connected to the activities of the PSAC.

Membership in APSAR is open to any former PSAC member in receipt of a federal superannuation (or other pension) benefit or an Associate member of the PSAC who has retired from the workplace. APSAR members are entitled to receive a copy of a periodic newsletter containing updated information on pension issues and developments. A comprehensive set of financial benefits including a reduced interest MasterCard, competitively priced home, auto and life insurance and car rental, hotel and moving discounts are also available to APSAR members.

Retiring PSAC members (or Associate members) interested in membership in APSAR can obtain a copy of the required application form at any of the following contact coordinates:

APSAR National Office
1002–233 Gilmour Street
Ottawa, ON K2P 0P2

Telephone No. : (613) 560-4206
Facsimile No. : (613) 567-0385
E-mail Address :apsar@psac-afpc.com

The required membership fee for APSAR is a modest $20 per year.

3.13 Recovery of Miscellaneous Overpayments

Occasions may arise where confirmed overpayments for regular pay, bonuses or allowances are to be recovered from the first available funds (e.g. final salary, severance pay, cash payment of annual leave, etc.) that become due and payable upon termination of employment. These situations would include:

- receipt of **regular salary** for a period extending beyond the date of retirement;
- receipt of **bilingualism bonus** during the last month of employment where the employee was not entitled to at least 10 days' pay;
- receipt of **terminable allowance** during the last month of employment where the employee was not entitled to at least 10 days' pay;
- use of **annual or sick leave credits** which had not been earned;
- **education, maternity and parental allowances** as a result of not remaining in the service of the employer for the minimum period as specified in the relevant collective agreement.

However, as a last recourse, the Receiver-General of Canada possesses the authority to recover these amounts from superannuation benefits or any other money payable to the employee or to the estate.

PSAC members are advised to consider the foregoing possibilities and where possible, plan their retirement arrangements accordingly.

3.14 Garnishee Summons and Other Debts Owed to the Crown

Family Support Payments

A court order issued in Canada to pay maintenance or support to a spouse, former spouse, child or other dependant, can be enforced to have the required support payments deducted from superannuation benefit entitlements, subject to specific limitations. If an application is received, the *PSSA* benefit recipient will be notified prior to the commencement of deductions. Maintenance or support payments cannot be deducted from survivor pensions.

Other Debts Owed to the Crown

In addition to the salaries and related allowances discussed in Subsection 3.13, the Government of Canada also possesses the authority, as a last resort, to recover from future superannuation benefit entitlements other specified debts owed to the Crown including income tax arrears and any accountable advances. Debts owed to other individuals or companies cannot be deducted from federal superannuation benefit entitlements.

Post-Retirement Considerations

4.1 Processing of Federal Superannuation Benefit Entitlements

The Superannuation, Pension Transition and Client Services Sector Sector is normally able to issue a first superannuation benefit cheque within 45 calendar days of the date of retirement, provided the departmental pay and benefits office has submitted all the necessary information and documentation prior to retirement. If a *PSSA* retiree has not received the first superannuation benefit payment within 45 calendar days they are encouraged to contact the Superannuation, Pension Transition and Client Services Sector at any of the contact coordinates indicated in the Quick Reference Guide towards the end of this publication.

The initial monthly superannuation benefit cheque is always sent to the PSSA retiree's designated mailing address. Subsequent monthly superannuation benefit payments can be deposited directly to designated account of a financial institution by providing the Superannuation, Pension Transition and Client Services Sector with a written request along with a cheque for the account marked "void".

When contacting the Superannuation, Pension Transition and Client Services Sector, *PSSA* retirees are encouraged to have their designated Superannuation Number available.

4.2 Impact of Retroactive Pay Increases

In the event that salary increases are negotiated/implemented retroactively to a date preceding a *PSSA* participant's termination of employment, the departmental pay and benefits specialist is required to notify the Superannuation Directorate in order to recalculate the applicable superannuation benefit entitlement and SDB coverage. PSAC members are encouraged to continue to monitor developments of collective agreement negotiations in progress on the date of termination of employment by accessing bargaining updates on the PSAC website at www.psac-afpc.com.

As discussed previously under Subsection 3.1, severance pay is determined in accordance with the rate of salary in effect on the date of termination of employment and, therefore, is not impacted by retroactive salary increases.

4.3 Re-Employment in the Federal Public Service

a) As a Non-Contributor to the *PSSA*

When a former *PSSA* contributor becomes re-employed in the Federal Public Service in a non-contributory position and is entitled to an annuity/allowance, payment of that annuity/allowance is not affected in any way by the re-employment. As an example, a retiree in receipt of *PSSA* annuity can accept a determinate position of less than 6 months duration in the Federal Public Service and continue receiving his/her superannuation benefit entitlement at the same time. A similar situation would apply to a *PSSA* benefit recipient who accepts a Federal Public Service position with an Assigned Work Week (AWW) of less than 12 hours.

Caution should be exercised by *PSSA* benefit recipients when contemplating re-employment in the Federal Public Service. For example, in cases when employment in a determinate position of less than 6 months is continued with no substantive break in service or an AWW increases above 12 hours, the employee is required to contribute to the *PSSA* and entitlement to a PSSA annuity/allowance is suspended until subsequent termination of employment.

b) As a *PSSA Contributor*

Prior to Receipt of a PSSA Benefit Entitlement

A former *PSSA* contributor who was entitled to a deferred annuity, immediate annuity, or annual allowance, but did not receive any annuity or annual allowance and who is re-employed in the Federal Public Service as a contributor is no longer entitled to the annuity or annual allowance until such time as he/she again ceases employment. The subsequent benefit entitlement will be recalculated upon termination of employment to include the period of re-employment as pensionable service and a revision to highest average earnings.

In receipt of a PSSA Benefit Entitlement

A recipient of an annuity or annual allowance under the *PSSA* who becomes re-employed in the Federal Public Service as a *PSSA* contributor is no longer entitled to the annuity or allowance until he/she again terminates employment. The subsequent benefit entitlement will be recalculated upon termination of employment to include the period of re-employment as pensionable service and a revision to highest average earnings. A reduction formula will also be applied to the new superannuation benefit entitlement in an effort to recover the entire amount previously paid in superannuation benefits. However, under no circumstances will the new net annual/monthly superannuation payment be less than the previous annual/monthly superannuation benefit entitlement.

Waiver of Reduction

Subsection 1.4 previously discussed situations where a *PSSA* contributor is approved for a waiver of an annual allowance reduction as a consequence of being declared surplus to operational requirements in accordance with a workforce adjustment program. In the event of re-employment in the Federal Public Service, this waiver will not be reinstated when the individual subsequently terminates employment.

Re-employment of Less Than 2 Years

Should the employee subsequently voluntarily resign prior to completing two years of pensionable service the only benefit entitlement payable for the successor period of employment would be a Return of Contributions (ROC). His/her previous benefit entitlement would be reinstated upon date of termination.

Indexation

In accordance with the provisions of the *PSSA* and *SRBA, w*hen determining the indexation applicable to a contributor's annuity benefit, the most recent date on which the contributor ceased to be employed determines the year of retirement. Therefore, re-employment in the Public Service as a contributor does affect the indexing of a previous superannuation benefit entitlement. This would apply whether the period of re-employment is added to previous pensionable service and the annuity or annual allowance is recalculated or if the contributor is only entitled to a ROC for the re-employed period. The previous annuity or annual allowance is reinstated and indexation would now be based on the last year of retirement.

4.4 Marriage After Retirement

As was noted previously during the discussion of survivor benefits in Subsection 1.9, the *PSSA* specifies that in order to qualify as a “survivor” an individual must have been in a marriage, or cohabiting in a relationship of a conjugal nature, with a *PSSA* contributor **prior to** retirement.

However, the *PSSA* does allow the option for a retiree to elect to provide survivor benefits to a spouse as a result of a marriage which occurred after retirement. The election to provide survivor benefits in this manner must be completed by the later of 1) one year from the date of retirement or 2) one year from the date of marriage. Retirees electing to provide survivor benefits under this provision of the *PSSA* will have their own superannuation benefit reduced to cover the cost of the additional liability of these benefits. There are 3 different levels of survivor benefits available and valued at approximately 30%, 40% or 50% of the benefit the *PSSA* retiree will be entitled to after the application of the marriage after retirement reduction.

It should be emphasized that the foregoing option is only available to legally married spouses and excludes all other relationships. The PSAC has expressed concern regarding the potential discriminatory nature of these provisions of the *PSSA* and is pursuing this issue at the Public Service Pension Advisory Committee.

4.5 Canada/Québec Pension Plans

Normal (unreduced) retirement benefits under the Canada/Québec Pension Plans are available at age 65. Individuals between the ages of 60 and 65 who have wholly or substantially ceased to be engaged in paid employment or self-employment are eligible for early (actuarially reduced) C/QPP retirement benefits. Alternatively, an election can be made to defer receipt of C/QPP benefits to age 70 in return for actuarially enhanced benefit payments.

Officials with Social Development Canada and the Régie des Rentes du Québec suggest that required applications for CPP or QPP be submitted at least 6 months prior to the desired commencement date of benefit payment. *PSSA* participants who remain employed with the Federal Public Service beyond age 65 can decide to collect C/QPP benefits with no consequences for their employment status or eventual *PSSA* benefit entitlements. Federal Public Service employees/retirees who have a 'severe and prolonged' disability can apply for C/QPP disability benefits at any age subject to specified minimal employment eligibility requirements.

Finally, as was discussed extensively in subsection 1.7, the *PSSA* contains provisions which apply a prescribed C/QPP reduction factor at age 65 or the date of entitlement to C/QPP disability benefits.

Additional detailed information on **Canada Pension Plan (CPP)** can be obtained at the nearest Service Canada office or any of the following contact coordinates:

Telephone No.: 1 800 277-9914

Telecommunication Device for the Hearing Impaired: 1 800 255 4786

Website: http://www.servicecanada.gc.ca/eng/isp/cpp/cpptoc.shtml

Information, documentation and assistance on the OAS, GIS and spousal allowance programs can be obtained from the nearest Service Canada office or at the following contact coordinates :

Telephone No.:1 800 463-5185

Telecommunication Device for the Hearing Impaired: 1 800 603-3540

Website: http://www.rrq.gouv.qc.ca/en/accueil/Pages/accueil.aspx

Information, documentation and assistance on the OAS, GIS and spousal allowance programs can be obtained from the nearest Service Canada office or at the following contact coordinates:

Telephone No:1 800 277-9914

Telecommunication Device for the Hearing Impaired: 1 800 255 4786

Website : http://www.servicecanada.gc.ca/eng/isp/pub/overview/refguide5.shtml

4.6 Old Age Security

Old Age Security (OAS) provides a universal flat rate monthly benefit to all Canadians who satisfy certain specified residency requirements. Eligibility for OAS commences at age 65 and Canadians are required to apply for this benefit. Social Development Canada suggests that applications for OAS be submitted approximately 6 months prior to attaining the age of 65.

Pensioners at lower income levels may also qualify for the Guaranteed Income Supplement (GIS) and their spouses or common-law partners, if between the ages of 60 and 65, may also be entitled to a spouse's allowance.

QUICK REFERENCE GUIDE

Federal Superannuation Information and Assistance

Pre-Retirement

Departmental Pay and Benefit Specialist

Name :
Telephone No.:
Facsimile No.:
E-mail Address:

Treasury Board Secretariat

Website:
http://www.tbs-sct.gc.ca/hr-rh/bp-rasp/index-eng.asp

Public Works and Government Services Canada – Compensation Sector

Website:
http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/txt/index-eng.html

Public Service Alliance of Canada

Programs Section
Membership Programs Branch
901–233 Gilmour Street
Ottawa, ON K2P 0P1

Telephone No.:(613) 560-4215

Facsimile No.:(613) 236-3239

E-mail Address:
programs@psac-afpc.com

Post-Retirement

Superannuation, Pension Transition and Client Services Sector

P.O. Box 5010
Shediac NB E4P 9B4

Telephone Nos. :
1 800 561-7935 (Toll Free – All regions of and Continental USA)
(506) 533-5800 (Outside Canada – collect calls accepted)

Facsimile No.:(506) 533-5989

Website: http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/pcpsp-copsdp/sprrpsc-sptcss-contact-eng.html

Association of Public Service Alliance Retirees (APSAR)

1002 – 233 Gilmour Street
Ottawa, ON K2P 0P2

Telephone No.: (613) 560-4206
E-mail Address: apsar@psac-afpc.com

Canada Pension Plan and Old Age Security

Telephone No.: 1 800 277-9914
Website :
http://www.hrsdc.gc.ca/eng/oas-cpp/index.shtml

Québec Pension Plan

Telephone No.: 1 800 463-5185
E-mail Address :
http://www.rrq.gouv.qc.ca/en/

LIST OF ABBREVIATIONS

AMPE	Average Maximum Pensionable Earnings
APSAR	Association of Public Service Alliance Retirees
AWW	Assigned Work Week
CFSA	Canadian Forces Superannuation Act
CPP	Canada Pension Plan
CRA	Canada Revenue Agency
CSC	Correctional Service Canada
DCP	Dental Care Plan of the Public Service of Canada
DI	Disability Insurance
GIS	Guaranteed Income Supplement
IAN	Individual Agency Number
ITA	Income Tax Act
LTD	Long-Term Disability
OAS	Old Age Security
PBDA	Pension Benefits Division Act
PDSP	Pensioners' Dental Services Plan
PSHCP	Public Service Health Care Plan
PSMIP	Public Service Management Insurance Plan
PSPF	Public Service Pension Fund
PSSA	Public Service Superannuation Act
PWGSC	Public Works and Government Services Canada
QPP	Québec Pension Plan
RCMPSA	Royal Canadian Mounted Police Superannuation Act
ROC	Return of Contributions
RRSP	Registered Retirement Savings Plan
SDB	Supplementary Death Benefit Plan
SRBA	Supplementary Retirement Benefits Act
YMPE	Year's Maximum Pensionable Earnings

ASSOCIATION OF PUBLIC SERVICE ALLIANCE RETIREES
ASSOCIATION DES RETRAITÉ-E-S DE L'ALLIANCE DE LA FONCTION PUBLIQUE
1002 – 233, rue Gilmour street, Ottawa, Ontario. K2P 0P2
Tel: 613-560-4206

MEMBERSHIP FORM – FORMULAIRE D'ADHÉSION

Name / Nom :____

Partner/Spouse – Partenaire/Conjoint-e ____
Address / Adresse :
____
____
____
Tel :___________________________ E-Mail :____

Correspondence / Correspondance : French / Français : ____ English / Anglais : ____

Date of birth / Date de naissance : (Optional / Facultatif) ______________________________________

Signature : ____Date :____________________

Cheque payable to: Association of Public Service Alliance Retirees (or) APSAR
Chèque payable à : L'Association des Retraité-e-s de l'Alliance de la Fonction Publique (ou) ARAFP
Return to / Retourner à: 233 Gilmour, # 1002, Ottawa, Ontario. K2P 0P2
DUES ARE $20.00 PER YEAR / LA COTISATION EST DE $20.00 PAR ANNÉE 2007___ 2008___ 2009___

Partner/Spouse – Partenaire/Conjoint-e$10.00 per year - $10.00 par année
03-2007

Retiring from the Public Service of Canada

Some Useful Tips

Protecting our members

Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

Programs Section | Membership Programs Branch | 2008