

TEACHERS' PENSION PLAN

*A Guide
for Plan
Members*



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To administer the Teachers' Pension Plan, we must collect and maintain a considerable amount of personal information about our members. We use this information only to carry out our responsibilities under the *Teachers' Pension Plan Rules*. We treat all information as confidential and protect the privacy of all plan members.

This publication provides general information about the pension plan and is based on the relevant plan documents (statutes, regulations and rules). If there is a discrepancy between this publication and the plan documents, the plan documents will apply.

In *A Guide for Plan Members*, "we" and "us" means the Teachers' Pension Plan, and "you" means the plan member.

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Welcome!

Welcome to the British Columbia Teachers' Pension Plan. This guide introduces you to the plan and its benefits.

Even if retirement seems a long way off, there are some things you should know about your pension plan now. This guide provides a general overview of the plan's main features, explains how your pension will be calculated and explains the effect on your pension should you:

- take a leave of absence or time off to raise a child,
- pay back a refund of contributions,
- move from one employer to another,
- leave teaching/administration,
- become disabled or die before you retire, or
- decide to retire.

You will find more detailed information about most of the subjects discussed in this guide in the various Pensionfacts published by the plan. For online Pensionfacts, or a glossary of pension terms, see our website at pensionsbc.ca.

Joint Trusteeship

On April 5, 2001, the Teachers' Pension Plan moved to joint trusteeship with a Teachers' Pension Board of Trustees consisting of five persons appointed by the plan member partner (BC Teachers' Federation) and five persons appointed by the plan employer partner (the provincial government).

The board's duties include establishing investment policy, recommending changes in benefits and funding policy, and directing the application of pension plan rules. The board appoints an independent actuary to assess the plan's financial health every three years through an actuarial valuation.

The previous statutory pension plan regulations were continued under joint trusteeship and are now known as the Teachers' Pension Plan Rules.

The Pension Corporation is the administrative agent for the Teachers' Pension Plan. The British Columbia Investment Management Corporation manages your pension funds.

For more information, see the joint trust documents available on the Publications page at pensionsbc.ca.

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TEACHERS' PENSION PLAN

Pension Basics

Membership

You are an **active member** while you are:

- working and contributing to the Teachers' Pension Plan, or
- on a leave of absence or collecting long-term disability plan benefits.

You are an **inactive member** while:

- your contributions remain on deposit with the plan, even though you have left your job.

Once you retire and begin to collect your pension, you become a **retired member**.

What is the Teachers' Pension Plan?

The Teachers' Pension Plan provides a regular lifetime income for plan members who retire from work. To fund the plan, both you as a plan member and your employer make regular contributions based on earned salary.

The Teachers' Pension Plan is a defined benefit plan. Your pension is based on how many years you made contributions to the plan and the average of your *highest five years of salary* (not necessarily your last five years). It is not based on your contributions to the plan or on the performance of the plan's assets. The advantage of this kind of pension plan is that your pension is payable for your lifetime, and may continue for the lifetime of your spouse.

Am I automatically enrolled in the plan?

All school boards in the British Columbia public school system are employers/plan sponsors under the Teachers' Pension Plan.

You are automatically enrolled in the Teachers' Pension Plan if you are:

- a certified teacher,
- a principal/vice principal,
- a certified on-call teacher,
- a superintendent,
- an assistant superintendent,
- an associated professional or certified professional who is a member of the BCTF,
- a CEO or assistant CEO of a francophone education authority,
- an official trustee, employed in the capacity of half time or more, or
- any other employee of an employer approved by the Teachers' Pension Board of Trustees.

If you are working *less than half time*, you can choose to opt out of the plan by signing a waiver, unless you fall under the last category listed above. Note, on July 1, 2005, members working less than half time will no longer be able to opt out of the plan.

Once you are a member of the plan, you will remain a member as long as you are in an employee-employer relationship with that employer.

What are my contributions to the plan? How are they deducted?

Year's Maximum Pensionable Earnings (YMPE)

In 2003 the YMPE was \$39,900.
In 2004, it is \$40,500.

As a member of the Teachers' Pension Plan, you contribute both to this plan and to the Canada Pension Plan (CPP) through automatic deductions from your salary. How much these contributions are depends on the year's maximum pensionable earnings (YMPE), a salary limit set each year by the federal government.

Employee contribution rates are currently set at:

- 7.55% of your salary up to and including the YMPE
- 9.05% of your salary above the YMPE

Employer contribution rates are currently set at:

- 10.68% of your salary up to and including the YMPE
- 12.18% of your salary above the YMPE

These rates include the employee contribution of 2.0% of your pensionable earnings and the employer contribution of 1.13% of your pensionable earnings that help fund health benefit payments for pensioners, and that go to the Inflation Adjustment Account (IAA). The IAA is used to offset the effects of inflation.

If you accrue 35 years of pensionable service, your contributions to the plan cease. You continue to be an active member until you terminate employment.

You can view a summary of investments for the Teachers' Pension Plan in the *Annual Report Summary*, available on our website at pensionsbc.ca.

PLANNING FOR YOUR RETIREMENT

Pension Overview

Single Life Pension, No Guarantee

is a pension that is payable as long as you live. It gives you the highest possible monthly pension payments, but your beneficiary will receive nothing. Payments stop at the end of the month in which you die.

Example: Retirement

You have 25 years of pensionable service, are age 60 or older, earned an average of \$64,000 in your five highest salary years and the previous year's YMPE is \$39,900. Your basic teachers' annual pension to age 65 will be \$32,000.

Pension Benefit Formula

$$2\% \times \$64,000 \times 25 = \$32,000$$

Reduced at age 65 or date of death, if earlier, by:

$$0.70\% \times \$39,900 \times 25 = \$6,983$$

Single Life,
No Guarantee \$25,017
(or \$2,085 monthly)

How does the plan work?

The plan provides you with a lifetime pension, starting when you retire (earliest retirement age is 55). After your death, depending on what kind of pension option you choose at retirement, the plan may continue to pay pension benefits to your spouse for his or her lifetime, or to another beneficiary for a set period, or may pay a lump-sum payment to your estate.

You are "vested" in the Teachers' Pension Plan (which means you are entitled to a retirement pension commencing at age 55 or later) if you terminate employment after December 1995 and have a minimum of two years of contributory service in the plan.

Your pension—based on the average of your highest five salary years—increases at a rate of 2% for each year of pensionable service, to a maximum of 35 years. An unreduced basic pension benefit is calculated as follows:

Prior to age 65

$$2\% \times \text{Five-year Highest Average Salary (HAS)} \times \text{Total Pensionable Service.}$$

At and after age 65

$$2\% \times \text{HAS} \times \text{Total Pensionable Service} \\ \text{minus the Bridge Benefit, which is calculated at:} \\ 0.70\% \times (\text{lesser of previous year's YMPE or HAS}) \\ \times \text{Pensionable Service after January 1, 1966.}$$

The basic pension formula is based on the single life pension, with no guarantee period.

What is "service"?

For teachers and associated professionals, a year is counted as 10 months.

Pensionable service is your actual working time—how many years you spend working and contributing as a member of the Teachers' Pension Plan. It is used to calculate exactly how much your annual pension payments will be.

You earn one month of pensionable service when you are present and working full time every school day during that month, or if you are on long term disability. If you work half of the month, you will receive half a month of pensionable service.

Contributory service is how many years you (and/or your employer) have made contributions to the Teachers' Pension Plan. It is used to determine if you are eligible for a pension, and whether your pension will be reduced (and by how much) should you decide to retire before age 60 or 65.

You earn one month of contributory service when you earn any pay that month, and you and/or your employer make the required contribution for that time.

Example

You are 57 years old and have 33 years of contributory service. You have reached the 90 factor and can retire with an unreduced pension.

If part years come into play, your age and contributory service are converted to decimal numbers. For example, you are 56 years, 6 months old and have 33 years, 5 months of contributory service. In decimal numbers, your age is 56.5 years and your contributory service is 33.5 years for a total of 90 years. You have reached the 90 factor and can retire with an unreduced pension.

What are reduced and unreduced pensions?

Under the Teachers' Pension Plan, you may apply for a pension as early as age 55. However, if you retire before age 60 and you do not meet minimum age plus contributory service requirements, your pension will be reduced.

- You will receive an *unreduced* pension if, at the date of your retirement, you are:
 - age 55 to 59 plus 11 months, and your age plus years of contributory service totals 90 (known as the 90 factor) or more
 - age 60 or older, with two or more years of contributory service
 - age 65 or older, with less than two years of contributory service, providing you are a contributor until age 65 or older.
- You will receive a *reduced* pension if, at the date of your retirement, you are:
 - age 55 to 59 plus 11 months, with two or more years of contributory service, but your age plus years of contributory service totals less than 90
 - age 60 to 64 plus 11 months, with less than two years of contributory service, providing you work and contribute to the plan until at least age 60.

Example

You work until you are 57 years old. You have 31 years of pensionable service, and the average of your best five salaries is \$52,000. You have a total of 31 years of contributory service. That means you are three years under age 60, but only two below the 90 factor. Your pension will be reduced by 6% (3% for each of those two years under the 90 factor).

Your basic annual calculation would be:

$$2\% \times \$52,000 \times 31 = \$32,240$$

That amount would then be reduced by 6%:

$$\$32,240 - 6\% = \$30,305$$

At age 65, this amount will be reduced by the amount of the bridge benefit.

What is the reduction?

If you decide to retire before age 60, and you do not have enough years of contributory service to reach the 90 factor, we use a "reduction factor" to calculate your reduced pension benefit.

- If you worked until at least age 55, and then you retire at age 55 to 59 with 10 or more years of pensionable service (and you have 20 or more months of contributory service or 10 or more months of pensionable service in

the 24 months immediately before your termination date), your pension will be reduced *by the lesser of two calculations*:

- 3% per year for every year under age 60, or
- 3% per year for every year your age plus contributory service is less than 90

both to a maximum reduction of 15%.

- Or if you do not meet the above criteria, your pension will be reduced *by the lesser of two calculations*:
 - 5% per year for every year under age 60, or
 - 5% per year for every year your age plus contributory service is less than 90both to a maximum reduction of 25%.
- And if you terminate employment after age 60 and before age 65, with less than two years of contributory service, your pension will be reduced 5% per year for every year under age 65, to a maximum reduction of 25%.

Note

Under federal law you cannot make contributions to a pension plan or RRSP after the end of the calendar year in which you turn 69. You must also start receiving a benefit from the pension plan or RRSP at that time. After that date you may continue working, but not contributing.

Spouse

Your spouse is:

- the person you are legally married to and, for the two-year period immediately before the relevant time (e.g., retirement or death) were not separated from;* or, if this does not apply,
- the person, of the same or opposite sex, who has lived with you in a marriage-like relationship for the two-year period immediately before the relevant time.

* You are not considered separated if the separation is due to health reasons.

The basic pension formula gives me an annual pension amount. What about my monthly pension payments? How will you calculate them?

The basic pension formula is really only the beginning. Several other factors also have to be taken into account in calculating your monthly pension payment, including:

1. Which pension plan option you choose

The Teachers' Pension Plan offers a number of different pension plan options, all of which provide you with a series of equal amounts over a specific period. Most include a provision that allows you to have your monthly pension payments continue to your spouse after your death or for a set period from your date of retirement.

If you have a spouse, you are required to select a pension plan option that ensures a *minimum of 60%* of your monthly pension will go to your spouse on your death unless your spouse gives up that right by signing a *Spousal Waiver*. For more information, please see the Pensionfacts, *Pension Options Available to Retiring Members*.

2. The bridge benefit, if you are 65 when you retire

The Teachers' Pension Plan is integrated with the Canada Pension Plan. This means that while you are teaching, you are making contributions to both the Teachers' Pension Plan and the Canada Pension Plan.

- **Your teachers' pension before age 65**

If you retire before age 65, your pension from the Teachers' Pension Plan will include a temporary monthly payment, the **bridge benefit**. The bridge benefit is designed to "bridge" the gap between your early retirement income and your income after age 65. This bridge benefit is included in the basic 2% pension formula and is calculated this way:

$$0.7\% \times (\text{lesser of previous year's YMPE or HAS}) \\ \times \text{Pensionable Service after January 1, 1966.}$$

This is the amount that is taken off the basic pension at the earlier of death or age 65. This amount will be reduced if your basic pension is reduced, using the same reduction factor. Your beneficiary will not receive the bridge benefit after your death.

- **Canada Pension Plan pension at age 60**

You may apply for a reduced Canada Pension Plan (CPP) benefit as early as age 60 if you are not employed.

If you receive a reduced CPP benefit, this will *not* affect your teachers' pension. You will continue to receive your teachers' pension (with the bridge benefit) at the same time as you receive your reduced CPP benefit. The bridge benefit will continue until the earlier of age 65 or death.

- **Your retirement income at age 65**

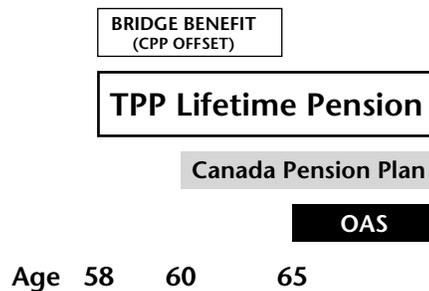
Once you turn 65, if you have been receiving a reduced CPP benefit, that reduced pension will continue to be paid exactly as it has been.

You will no longer receive the bridge benefit from the Teachers' Pension Plan. As a result, your teachers' pension will drop by the amount of the bridge benefit.

If you have not been receiving a reduced CPP benefit, you may now apply to receive an unreduced CPP benefit in addition to your teachers' pension. Your teachers' pension will be paid with no bridge benefit.

Also, at age 65 you may apply to receive the Old Age Security (OAS) benefit payments.

The lifetime pension you chose at retirement plus the bridge benefit are indexed annually up to the cost of living provided there are sufficient funds in the Inflation Adjustment Account of the pension fund.



This graph shows the relationship between the bridge benefit, lifetime pension, Canada Pension Plan (federal government) and Old Age Security.

Health Benefit Coverage

Health benefit coverage is a contingent benefit; that is, the benefits are not guaranteed. Coverage may be changed at any time by the pension board, including, but not necessarily limited to, increasing, decreasing or eliminating:

- a) coverage for people and benefits, or
- b) amounts for premiums and deductibles.

Limited member

Upon separation or divorce, your spouse or ex-spouse (including a common law spouse, if they have a separation agreement) may be designated as a "limited member." The limited member is entitled to a share of your plan benefit (paid directly by the plan) but is not entitled to group benefits, such as medical plan coverage.

3. Whether you are required to pay all or part of your health care coverage

When you retire, your current employer health care plan may no longer cover you or your spouse and dependent children.

As a retired member of the Teachers' Pension Plan, you may apply for continued health care coverage under the BC Medical Services Plan, the Extended Health Care Plan and/or the Dental Plan.

You should check the cancellation date of your coverage to avoid any lapse in coverage between your retirement date and the effective date of coverage under the pension plan.

All health and dental benefits are dependent on there being sufficient funds to meet the costs. As a result, the subsidy rates and group benefits currently available to retired members are not guaranteed features of the Teachers' Pension Plan.

Extended health care and dental benefits are now available to retired plan members living outside of BC but within Canada.

For more information see the *Health Benefits for Retired Members* factsheet and the *Introduction to Your Pension Health Benefits* booklet. Also, see our website at pensionsbc.ca.

4. If you are required by a separation agreement or court order to divide your pension with a former spouse

Upon receipt of the necessary documents the plan will divide your pension based on your separation agreement or divorce order, and pay your spouse's portion directly to her or him, with income tax deducted. For more information, see *Dividing the Pension when a spousal relationship ends*, on our website at pensionsbc.ca.

5. If you are eligible to transfer service from another plan

The Teachers' Pension Plan has transfer agreements with a number of other pension plans both in BC and elsewhere across the country, including the federal public service pension plan. There are no transfer agreements with plans outside Canada.

Please see the Pensionfacts, *Transferring Service* and *Teachers' Reciprocal Transfer Agreement*, or see our website at pensionsbc.ca, for a description of your options.

To find out if you are able to carry pension rights from another plan, please write to the Teachers' Pension Plan. The plan will advise you if you are entitled to those rights.

WHILE YOU ARE WORKING

Pension Details

What information can I expect to receive about my pension?

The plan will send you a personalized *Member's Benefit Statement* once a year while you are contributing to the Teachers' Pension Plan. We also send statements to those on long-term disability.

This annual benefit statement will list your:

- earliest retirement date,
- earliest retirement date with an unreduced pension,
- years of contributory service,
- years of pensionable service,
- contributions over the past year, and
- total contributions to date.

Your statement will also show pension estimates into the future.

Are my pension contributions subject to income tax?

For income tax purposes, contributions to the Teachers' Pension Plan are a deduction from income.

Can I contribute to RRSPs at the same time I am contributing to the Teachers' Pension Plan?

You can contribute to RRSPs while you are contributing to the Teachers' Pension Plan. However, since you are already contributing to a pension plan, which is a tax-deferred retirement benefit, your RRSP contribution limit will be affected.

Every year, the plan will send you a *Pension Adjustment Statement (PA)*—containing details provided by your employer about your salary and service in the *previous* year—through your payroll office sometime before the last day in February. You will need to include the PA amount for the previous year and your Pension Adjustment Statement with your yearly income tax return. You will be advised by the Canada Revenue Agency on your assessment notice how much RRSP room you will have for the current year.

Can I buy a leave of absence?

This depends on a number of factors, including whether the leave is paid, partially paid or unpaid. For more information, see the Pensionfacts, *Purchasing Leaves of Absence*.

For more information about family leave, refer to the Ministry of Labour, Employment Standards Branch website at www.labour.gov.bc.ca/esb/parental.htm.

Is it possible for me to increase my pension if I worked less than half time?

Some teachers can obtain pension credit for their pre-1993 less than half-time service under either the purchase of service rules or under the arrears rules. For more information, see the Pensionfacts, *Purchase of Service and Arrears for Part-time Members*.

For the Teachers' Pension Plan...

Child-rearing time is defined as the direct and active care for your own dependent child under the age of seven.

What about child-rearing time?

If you take time off work to raise a child, you may be able to count that time away as part of your contributory service.

Unlike purchasing a leave of absence, you do not have to pay any money to be credited with child-rearing time. Rather, you may count the time you took off as regular contributory service, which could benefit you if you decide to retire under age 60, and counting your child-rearing time would help you reach the 90 factor for an unreduced pension.

To qualify for child-rearing time, you must:

- accumulate pensionable service in the Teachers' Pension Plan *before and after* taking time off to raise a child,
- quit work or take an employer-approved full-time leave of absence specifically to raise a child,
- not contribute to the Canada Pension Plan during the child-rearing time, and
- pay back any refund of contributions you might have taken before the child-rearing period.

You may also be able to use child-rearing time from another province's teachers' pension plan to determine your eligibility for a pension and/or determine if you meet the 90 factor. To qualify, you must:

- be an active member of the Teachers' Pension Plan on or after July 1, 1998,
- have been a member of another teachers' pension plan in Canada and must have terminated employment or taken a leave of absence for the purpose of child rearing,
- not have made contributions to the Canada Pension Plan during the child-rearing period,
- have left your contributions on deposit in the other plan, reinstated the service in the previous plan *or* transferred the service to the Teachers' Pension Plan under a reciprocal agreement,
- be vested in the other plan if your service remains in the other plan, and
- have terminated employment in BC on or after July 1, 1998.

You may apply for any number of child-rearing periods, up to a maximum of *five* years. If you decide to apply for child-rearing time, please obtain a copy of the *Child-rearing Declaration* form, available on our website. You must apply for child-rearing time while you are still an active plan member, *before* you retire or terminate employment.

Canada Pension Plan

If you become disabled, you may also be eligible for a disability pension from the Canada Pension Plan.

For information about Canada Pension Plan disability pensions, please call 1 800 277-9914.

What if I am disabled while I'm working? Am I still eligible for a pension?

If you become disabled while you're still teaching, you may be entitled to receive benefits from a group long-term disability (LTD) plan. Please consult with your union/association representative or employer.

If you are eligible to receive benefits from an approved LTD plan, you will not be required to pay contributions to the Teachers' Pension Plan while you are receiving benefits from the approved LTD plan, but you will continue to accumulate contributory and pensionable service.

If your LTD plan benefits end, you may then be eligible for either a disability pension (if under 60) or a regular pension (if 55 or over) from the Teachers' Pension Plan.

You must file your application for a teachers' disability pension within two years of your last contribution to the pension plan, or within two years of last receiving benefits from an approved LTD plan, whichever is later.

For more information contact the Teachers' Pension Plan.

If you do not have a spouse...

and you choose not to name a specific person as your beneficiary, your estate is automatically your beneficiary and your will, if you have one, will determine what happens to your benefits. If you choose to leave your estate as your beneficiary, you may want to make a will now that indicates how you would like your pension benefits distributed.

To name a beneficiary...

fill out the *Nomination of Beneficiary* form, (available from the Teachers' Pension Plan, or from your employer) if you do not have a spouse or if you wish to nominate a beneficiary other than your spouse.

What if I die before I retire?

If you die before retirement, your spouse is automatically your beneficiary—the person who will receive any benefits owing from your years of contributing to the plan.

If you do not have a spouse, your estate is automatically your beneficiary unless you previously chose to name someone else.

If you die while working and contributing to the Teachers' Pension Plan, your employer will advise the plan of your death, and the plan will contact your beneficiary.

If you die while still a plan member but not contributing at the time (you left your teaching job, for example, but your pension funds remain on deposit), your beneficiary must apply to the plan directly for the Teachers' Pension Plan benefit.

What is the pre-retirement death benefit?

Pre-retirement death benefits are paid to your beneficiary if you die before you retire and your contributions are still on deposit with the Teachers' Pension Plan.

For details on any benefits payable to your beneficiary, see the Pensionfacts, *Pre-retirement Death Benefits*, or see the our website at pensionsbc.ca.

IF YOU LEAVE WORK OR DECIDE TO RETIRE

Your Options

It may be to your advantage to leave your contributions on deposit.

If you decide to leave your current job, but you think you will probably work again as a teacher or for another employer with a different pension plan, you may want to leave your contributions on deposit in the Teachers' Pension Plan.

By doing so, you may increase your eligibility for certain benefits or future improvements to the plan.

Note

If you took a commuted value for a previous period of service it cannot be reinstated.

What happens if I decide to leave my job?

If you decide to leave your current job, your employer will complete a *Termination Notice* and send it to the Teachers' Pension Plan. The plan will then send a letter to ask if you would like to receive a *Termination Selection Statement*, which will list your retirement options.

Once you receive a *Termination Selection Statement*, you must decide on one of the options outlined in the statement, then complete and return the document to the plan.

For details about your options at termination see the Pensionfacts, *Terminating Employment*.

What if I'm just moving from one school district to another?

In the Teachers' Pension Plan, each school district is considered a separate employer. This means your contributions to the Teachers' Pension Plan will end as soon as you leave your current employer, even if you are moving to employment with another school district.

You must wait six months after termination of your employment to be paid your commuted value or refund. If you start working for a Teachers' Pension Plan employer before the refund or commuted value is paid, you will no longer be eligible to receive a termination benefit. If you terminate employment six months or less before your earliest retirement age and you do not apply for a deferred pension, you will have a one-time opportunity to transfer the commuted value out of the plan.

If you decide to take either a refund or a commuted value transfer of your contributions, you will be considered a new plan member when you return to employment with the same or a new employer.

See also the Pensionfacts, *Terminating Employment*.

Time Limits

Because there are often time limits associated with our transfer agreements, we recommend that you apply for transfer very soon after you start your new job.

Is there any way I can move my service time to another pension plan entirely?

You may be able to transfer your pension service to another pension plan—it depends on whether the Teachers' Pension Plan has a reciprocal transfer agreement with that plan.

If there is an agreement between the Teachers' Pension Plan and another pension plan, and if you leave your contributions on deposit with the Teachers' Pension Plan, you may be able to apply to transfer your teachers' service into the other plan. Or, if you accumulated service in another plan before you joined the Teachers' Pension Plan, you may be able to add that service to your teachers' pension. (See "If you are eligible to transfer service from another plan," on page 8.)

To find out if you are able to transfer service to or from another plan, please contact the Teachers' Pension Plan.

What if I took a refund, but become an active plan member again?

If you:

- worked in the past for another BC public sector pension plan employer, and took a refund of contributions when you left that job, or
- took a refund from the Teachers' Pension Plan that did not include service accumulated on or after January 1, 1996,

you may be eligible to reinstate your refund(s) and increase your pensionable service.

If you applied for and completed a commuted value transfer to another registered retirement arrangement, you will not be able to pay back the commuted value.

Note: There is a deadline for re-instating your refund(s). For details, see the Pensionfacts, *Reinstatement of a Refund: Eligibility and Payment*.

What should I do when I decide to retire?

When you are within a year of retirement, you should request a pension estimate from the Teachers' Pension Plan.

You must make your request in writing and include:

- your full name, mailing address, work and home telephone numbers, social insurance number and date of birth,
- your spouse's name and date of birth (please state if you do not have a spouse),
- the name of your employer, and
- your estimated retirement date (last day of pay).

Include clear photocopies of any proof-of-age documents for you and, if applicable, your spouse.

Once your request is received, we will send you a retirement kit containing everything you need to apply for your pension.

Please help us keep your file up-to-date. Let the Teachers' Pension Plan know if you change your name, separate or divorce.

Where can I go for additional information about my pension or help in planning my retirement?

For information about the Teachers' Pension Plan, and about your pension in particular, contact the plan, your employer or the BC Teachers' Federation (BCTF).

You can access pension information on the web at pensionsbc.ca or contact the plan for Pensionfacts or other publications at 250 356-0688.

The plan regularly provides retirement information to all employers, and your human resources or payroll department should be able to help. A number of school boards now have access to the plan's website. If your school board does, you can ask someone in your human resources or payroll department to visit the site and use the information there to put together an estimate of your pension, or find answers to many of your important questions.

The BCTF regularly provides pre-retirement seminars to help plan members—teachers, administrators and superintendents—with their retirement plans and pension arrangements. For information, call toll-free 1 800 663-9163.

The BCTF has a website at www.bctf.bc.ca that includes information about the Teachers' Pension Plan. To locate the pension section, go to *Index* and select *Pensions and Income Security*.

What if I disagree with a decision about my pension benefit?

You can appeal any decision made by the plan's administrative agent (the Pension Corporation) that directly relates to you and pertains to the application of plan rules. Some examples of plan rule categories are enrolment, purchase of service, pension and survivor benefits.

Direct your appeal to the appeals manager for the Teachers' Pension Board of Trustees. For a brochure outlining the appeal process, contact the Teachers' Pension Board Secretariat or see the Publications page of our website at pensionsbc.ca.

Teachers' Pension Board Secretariat
PO Box 9460
Victoria BC V8W 9V8

Phone 250 387-8200
Fax 250 387-4199

E-mail: Pension.Appeals@pensionsbc.ca

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Teachers'
Pension Plan