

POLICY 8.18 – Retirement and Pension Plan

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Subject:

Approving Authority: Board of Governors

Responsible Officer: Associate Vice-President (Human Resources)

Responsible Office: Human Resources

Related Procedures: [Procedures for Retirement and Pension Plan](#)

Related University Policies:

Effective Date: May 4, 2017

Supersedes: September 10, 1999 [*Previously MAPP 8.25 – Reduced Responsibility*]

I. PURPOSE

This policy explains pension plan contributions for Select Administrative Group Employees (SAGE) members at Western. It shall be interpreted in accordance with all applicable legislation including, but not limited to, the Ontario *Human Rights Code*.

II. DEFINITIONS

Normal Retirement Date – The first day of the next month following a staff member’s sixty-fifth birthday.

III. POLICY

- 1.00 Western shall continue the Western Pension Plan for employees of the Administrative Staff (hereafter called the “Pension Plan”), and such Pension Plan shall be governed in accordance with the official Pension Plan documents which shall be provided to SAGE members upon request. Any change to the official Pension Plan documents will be provided to SAGE members forthwith upon it taking effect.
- 2.00 SAGE members will continue to be eligible to participate in the Pension Plan in accordance with the official Pension Plan documents.
- 3.00 For the purposes of this policy, a SAGE member is eligible to retire on his/her Normal Retirement Date or at any time within ten years immediately preceding his/her Normal Retirement Date.

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- 4.00 Contributions to the Pension Plan shall be made for eligible employees in accordance with the current official Pension Plan documents, namely as follows:

Western University contributions:

7.5% of regular annual earnings if service under 10 years; or
8.0% of regular annual earnings if service more than 10 years, but less than 20 years; or
8.5% of regular annual earnings if service more than 20 years.

Employee contributions:

If most recent date of hire is on or after January 1, 1991, 2.5% of regular annual earnings; or
If most recent date of hire is before January 1, 1991, either 6% of regular annual earnings less the amount of employee CPP contributions, or the employee, in his/her discretion, may reduce contributions to 2.5% of regular annual earnings.

- 5.00 There will be no Pension Plan contributions beyond the end of year in which an employee attains the age of 69.