

ELIGIBILITY RULES

September 1, 2009 – August 31, 2010

- a. **All full-time employees must participate** in the Plan as of the date of their employment as well as **all part-time employees with prior service credits**, regardless of the number of hours worked. (All supply teachers with credits in the Plan must be enrolled.)
- b. **Employees must be enrolled in the Plan at the time they begin to work 100% full time** regardless of whether they are new hires or go from part-time to full-time status.
- c. **All part-time employees of a CSI member school in Canada who were employed on or before 9/1/2008 and whose compensation exceeded \$16,042 (\$11,458 in Manitoba) in fiscal year 2008-2009 are eligible and must be enrolled in the pension plan.** NOTE: Part-time employees who were hired prior to 9/1/1987 may elect to participate and those employed on or after 9/1/1987 must participate.
- d. **Once employees participate in the Plan they shall remain in the Plan as long as they are employed by a Participating Employer.** (If participants terminate employment and withdraw their contributions from the Plan, they must meet the Plan's eligibility requirements again if rehired by a participating member school.)
- e. **Ordained ministers** who are eligible to participate in a church sponsored retirement plan may choose to be excluded.

DEFINITION OF ANNUAL COMPENSATION Salary and Wages

Annual compensation means amounts paid in cash or cash equivalents, for personal services, which must be reported to Revenue Canada on Income Tax Form T-4. It does not include reimbursements, fringe benefit payments or amounts taxable to the employee which are not direct salary or wages.

CALCULATION OF PERCENTAGE OF FULLTIME EMPLOYMENT

The calculation is based on the percentage of full-time each employee is expected to work from 09/01/2009 thru 08/31/2010. For example:

	<u>Percentage of full-time</u>
Employee works 100% of full-time for plan year	100%
Employee works 100% of full-time for 1/2 of plan year	50%
Employee works 50% of full-time for 1/2 of plan year	25%

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