

A photograph of a family of three is the background for the top half of the page. A man with short dark hair and a beard, wearing a brown sweater, is leaning over a young child. A woman with dark curly hair, wearing a grey knit sweater, is smiling at the child. The child is looking up at the man. The bottom half of the page is covered by a solid green diagonal overlay.

Your PSPP Pension Plan

pspp.ca

The information in this booklet provides a summary of the terms of the Public Service Pension Plan (PSPP) text at the time of publication. From time to time, the PSPP Plan text may be amended by the PSPP Sponsor Board. If there is any discrepancy between the information in this booklet and the PSPP Plan text, the PSPP Plan text will govern.

Welcome to PSPP

We are thrilled to have you as a member and are committed to safeguarding your financial future.

Our pension Plan, which has been providing peace of mind since 1947, is designed to ensure that you have a secure and stable income throughout your retirement.

As a member of PSPP, you are enrolled in a “Defined Benefit” plan. This means that your pension is based on your years of service and salary, providing you with a reliable lifelong income.

Unlike other retirement plans, your defined benefit pension is not affected by market fluctuations or economic downturns. Additionally, you will receive annual cost of living increases to help protect you from inflationary pressures.



Rest assured that your pension is in capable hands. The Plan is professionally managed by experienced individuals who have been overseeing pensions for decades.

To further empower you, we offer a convenient online portal called “Your Pension Profile” (YPP).

Your PSPP Pension is an excellent way to save for your future. Once you retire, you can rely on regular monthly pension payments for the rest of your life.

Now that's a future you can count on.

Your Pension Profile (YPP)

To get started with YPP simply register as soon as you receive your welcome letter from PSPP. Visit pspp.ca and click on "Log in to Your Pension Profile" in the top right corner of the screen. Be sure to use a personal email address as work email addresses may change throughout the course of your career.



During the registration process, you will receive verification codes to confirm your personal email and phone number. This ensures the security of your account.

Once registered, you can easily update your personal information through YPP. Whether it's your address, phone number(s), email address, or beneficiaries, you have full control over these details. When you are logged into YPP, you can also access your Pension Highlights statements and personalized pension estimates using varying dates and ages.

It is very important to keep us informed of any changes in your life. This helps ensure a smooth process in the event of your death, and streamlines the application process when you decide to retire. Additionally, accurate information is crucial for generating correct pension estimates.

If we require any additional information from you, you can conveniently use Secure Messages within YPP to send and receive information. This feature allows you to upload documents, update information, submit online requests, or provide copies of documentation related to your pension partner. Secure Messaging is safe and efficient with a response typically received within two business days.

Once again, welcome to PSPP.
We are here to support you every step of the way as you plan for a secure and fulfilling retirement.





Working with your Pension

Vesting

Once you become vested with PSPP, you can enjoy the security of a reliable monthly pension for the rest of your life upon retirement. Full-time employees become vested after contributing to the Plan for two years, while part-time employees can achieve vesting once they accumulate two years of pensionable service.

Did You Know?

- If you continue working for a PSPP employer until you turn 65, you will automatically become vested, even if you have less than two years of service, including part-time employment.
- Transferring your pension from another Registered Pension Plan (RPP) to PSPP can expedite your vesting process.
- It may also be possible to become vested sooner by purchasing Prior Service from another pension plan.

Pension Contributions

As a PSPP member, your pension contributions are deducted automatically from your regular pay. These contributions, combined with your employer's contributions, are then invested in the PSPP Pension Fund.

The current contribution rates can be found on pspp.ca.

PSPP and CPP Integration

Similar to many pension plans in Canada, PSPP is designed to consider the Canada Pension Plan (CPP) using an integrated formula.

CPP contributions are based on the Year's Maximum Pensionable Earnings (YMPE), which is determined annually by the Federal Government. This is why PSPP has a lower contribution rate up to the YMPE and a higher contribution rate over the YMPE.

Find more information on contribution calculations at pspp.ca.

PSPP Pensionable Salary

Pensionable salary refers to the portion of your earnings on which pension contributions are made. In PSPP, pensionable salary includes your gross basic pay for your regular duties. Depending on your employer's salary policy, it may also include weekend pay, shift differentials, and additional pay received while covering another position (referred to as acting pay).

Certain types of pay, are not considered pensionable salary, these include:

- ✗ overtime pay
- ✗ expense claims
- ✗ variable pay like bonuses

If you have any questions if a type of pay is pensionable, contact your employer.

Maximum Amount of Pensionable Service

Pensionable service plays an essential role in calculating your pension. PSPP has a maximum pensionable service of 35 years. Once you reach this maximum, you will no longer contribute to your PSPP, but your participation in the Plan will continue. Any salary increases you receive will still be factored into your pension calculation.



Part-Time Calculations

As a part-time employee the amount of service earned that is used in the pension calculation is based on the number of hours you worked compared to a full-time equivalent position. This means that you will be credited less than one year of pensionable service. For example, if you work 75% of the position's full time hours, you would be credited 0.75 of pensionable service.

Whether you work part-time or full-time, your contributions to PSPP will consist of up to and over the YMPE contributions rates. For part-time members, the contributions are calculated using an annualized salary (full-time equivalent salary), then prorated by the part-time pensionable service.

If you have questions about part-time service and contribution calculations, contact your employer.

Income Taxes

Your PSPP pension contributions are tax deductible, meaning they reduce your taxable income on your gross salary when filing your taxes for the year.

Part-Time Employment

It is possible to work part-time and still be a member of PSPP, although it does affect your pension calculation. In PSPP, part-time employment is defined as working less than 30 hours per week.

As a part-time employee, you must:

- ✓ Hold a permanent position.
- ✓ Work at least 14 hours per week or 728 hours per year.
- ✓ Meet the eligibility criteria set by your employer.



Once a Member

Once you join the Plan, you cannot end your membership until you terminate your employment or you retire.

Working Multiple Part-Time Positions

If you hold multiple part-time positions, the service from each position will be combined, up to a maximum of 100% or 1 year of service credit. Any excess payments made into the Plan beyond the allowable 1 year of service credit will be returned to you by one of your employers in the following year, after they complete their Year End reporting.

Service From
Multiple Part-Time
Positions Combined

Up to a
maximum of
1 YEAR
of service
credit

Pension Highlights

Your Pension Highlights statement is posted annually to YPP after employers submit their year-end employee information. This statement provides you with important information such as your personal details, pensionable salary, pensionable service, pension partner information, beneficiary information, and accumulated pension (if you are vested), and your total contributions plus interest.



Your personal details



Pensionable service



Pension partner &
Beneficiary information



Pensionable salary



Total contributions
plus interest



Accumulated pension
(if vested)

It is crucial to review the statement for accuracy and ensure that your personal information is up-to-date. You can make changes to your personal information or view your statements at any time by logging into YPP.



Notes

pspp.ca

Visit pspp.ca to learn more about your Plan and its features or to access YPP, your secure online site.

Member webinars / videos

PSPP has regularly scheduled webinars to learn more about how your pension works. You can also access videos that you can watch at your leisure. Visit pspp.ca for more information and to register.

PSPP Talks

An electronic newsletter is emailed to members when there is important information about the plan to share. Be sure to register for YPP with a personal email address to receive PSPP Talks!

PRIVACY INFORMATION

Your Information is Secure

Providing PSPP with your personal information is considered consent for its use and disclosure for the purpose set out in our Privacy Notice, as amended from time to time. You can find out more about our collection, use, disclosure and retention of personal information by reviewing our Privacy Notice at pspp.ca



Scan QR Code

View our video & information sessions

Member Services Centre

 **1-877-453-1777**