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Purchase of Previous Pension Service in the Contributory Pension Plan Member Application Form

Please refer to page 2 of Eligibility Guidelines below of this form to determine if you are eligible to purchase previous pension service.

Part A - Employee Current I	nformation				
Employee Name:			McMaster	ID:	
	(Please Print)				
E-mail Address:			Extension:		
Current Department:					
Part B - Previous McMas	ter Service Informat	ion			
McMaster ID:	Department:				
Position Held:					
Employment Start Date:	Employment End Date:				
Pensionable Service Start Date:					
Please provide Human Resources Se not limited to copies of all McMaster				ur Previous McMaster emplo	yment, including bu
I have enclosed copies of all relevant additional documentation:			I have no supporting additional documentation supporting my Durchase of previous pension service request.		
Please note that processing can take no supporting documentation is provid		ity, as cost	and tax implications are determined e	externally. Further delays ma	y be encountered if
Signature of the Employee			Date		

The information gathered on this form is collected under the authority of the *McMaster University Act*, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.

Eligibility Guidelines

This guideline is applicable to eligible Employees who are Members of the Contributory Pension Plan for Salaried Employees of McMaster University Including McMaster Divinity College 2000 ("The Plan"). Please note there is no provision in the McMaster Hourly Plan for Pension Buy Back.

What Periods of Past service are Eligible for "Buy Back"?

There are very few scenarios in which an Employee can "Buy Back"/receive additional Pensionable Service under The Plan.

- 1. Periods during which the Employee was Eligible for Membership but Not a Member (must be specified in writing with formal offer letters)
- An Employee who elects to defer enrollment in the Plan to the Mandatory Date (July 1) is eligible to buy back service to the date the Employee first eligible to join the Plan (the immediate enrolment date versus the deferred/mandatory enrolment date).
- An Employee who has their full-time or part-time over 50% appointment (as specified in their offer letter) extended beyond one year is eligible to buy back to the beginning of the appointment which was extended (assuming the appointment is in a position eligible to participate in the Plan). The Employee must apply for the buy back within 30 days from the date their contract is extended in order to be eligible.
- 2. Periods during which the Employee was on Lay-Off or Otherwise Ceases to Accrue Pensionable Service under The Plan <u>and</u>. Subsequently Returns to Active and Eligible Employment
- An Employee who in the past contributed to The Plan, and who is subsequently placed on lay-off or otherwise stops contributing to The
 Plan is eligible to buy back service related to the period during which they were no longer contributing to The Plan IF the Employee
 returns to active employment with the University in an eligible position and becomes a Member of The Plan after their return.
- 3. Leaves of Absence
- An Employee who goes on Leave of Absence and, in accordance with the terms of The Plan, has the option of continued participation during their Leave of Absence, but opts not to continue pension during the leave is eligible to buy back service for the period of the leave at a later date.

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