

## **SECTION 4**

### **COMPENSATION**

#### **4.03 PENSION**

**AUTHORITY:** THE CIVIL SERVICE SUPERANNUATION ACT

**ADMINISTRATION:** DEPARTMENT OF FINANCE – PENSIONS &  
BENEFITS

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## **1. INTRODUCTION**

- 1.01 The Civil Service Superannuation Act (CSSA) provides post-retirement pension benefits to employees of the Province of PEI and other participating employers.
- 1.02 The Minister of Finance is responsible for the CSSA. The Minister has delegated the responsibility of the day to day administration of the CSSA to the Pensions & Benefits Section of the Department of Finance.
- 1.03 The CSSA provides for the establishment of the Civil Service Superannuation Fund (CSSF) into which all contributions are to be made and out of which all pension benefits are to be paid.

## **2. APPLICATION**

- 2.01 Upon appointment to a permanent classified position, full- or part-time, employees are obligated to make contributions to the CSSF.

## **3. INTERPRETATION**

- 3.01 For interpretation of the CSSA and its regulations, please refer to the [CSSA](#) or contact the Pensions & Benefits Section.

## **4. POLICY**

- 4.01 Please refer to the [CSSA and Regulations](#).
- 4.02 Please refer to the [CSSF Plan Summary](#).

## **5. PROCEDURES**

- 5.01 New Permanent Hires or a Previously Casual Employee who Obtains a Classified Position
  - (a) The employing department is required to update the 'Pension Plan Enrolment' in Peoplesoft. The member is automatically enrolled as Pensions & Benefits run a bi-weekly New Member Enrolment report
  - (b) If a new employee is leaving another department to take the position, the new employer should ensure the 'Pension Plan Enrolment' tab is updated to ensure no loss of pension coverage

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and contributions continue to be made.

- (c) The employee's pay records must contain the correct appointment type and pay type in order for pension deductions to be made from the employee's pay.
- (d) No enrolment forms are required as the Pensions & Benefits office relies on bi-weekly payroll reports out of Peoplesoft to identify all new hires. If a Pension Plan Enrolment tab is not updated and creates an error, you must notify the Pensions & Benefits office at [cssf@gov.pe.ca](mailto:cssf@gov.pe.ca)

#### 5.02 Changes to Employee Data

The employing department is required to complete a "Notice of Change" form if there is a change in:

- (a) An employee's name
- (b) An employee's address

The completed form must be forwarded to the Pensions & Benefits office.

#### 5.03 Employees Who Terminate or Resign

- (a) The employing department is required to update the 'Pension Plan Enrolment' tab in Peoplesoft to cease pension contributions.
- (b) If an employee is moving to a new position with another department of the Province of PEI, or with another participating employer that is administered through Peoplesoft, the new employer should ensure the 'Pension Plan Enrolment' tab is activated so as to ensure contributions continue to be made.

#### 5.04 General

- (a) Questions on eligibility and benefit entitlements should be forwarded to the Pensions & Benefits office as follows:

Pensions & Benefits  
3<sup>rd</sup> floor Sullivan Building  
Phone 368-4200  
Email: [cssf@gov.pe.ca](mailto:cssf@gov.pe.ca)

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**6. FORMS**

[Notice of Change Form](#)