



# Ryerson Retirement Pension Plan Summary

## ABOUT THIS DOCUMENT

*This summary document has been prepared to provide a convenient and understandable source of information about the Ryerson Retirement Pension Plan (“RRPP” or “the Plan”) for the plan members. It provides a summary of the actual Plan Text of the RRPP and is for information purposes only. Participation in the RRPP does not create or imply an employment contract with Ryerson University.*

*This document does not replace or otherwise supplant the official Plan Text of the RRPP. In the event of any disputes or disagreements arising from information contained within this document, the Plan Text of the RRPP will take precedence and be the final determiner of any benefits, rules, interpretations or other aspects of any disagreement relating to the RRPP. Check with Human Resources about any changes that may have been made to the Plan after the date of the booklet, and to find out whether they affect you.*

*The full Plan Text of the RRPP is available to plan members upon request from Ryerson Human Resources Pensions & Benefits.*

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## ABOUT THE PLAN

Ryerson's Board of Governors first established the Ryerson Retirement Pension Plan (RRPP) in 1964 to provide retirement income to plan members. With this early introduction, the Plan actually pre-dates the Canada Pension Plan (CPP) by 18 months (the CPP was established in January 1966). The RRPP is a type of plan that is enjoyed by only a minority of working Canadians. A recent Statistics Canada survey showed that fewer than 40% of Canadians are members of employer-sponsored pension plans. The RRPP represents a part of the total compensation package provided to Ryerson faculty and staff to acknowledge your hard work and commitment to quality education at Ryerson.

Membership in the RRPP is available to all full-time career employees at Ryerson, as well as some classifications of term employees, subject to the completion of a one-year minimum service requirement, depending on your employment category.

To understand the RRPP, three features are important: it is a defined benefit pension plan, it is registered, and it is contributory.

As a **defined benefit pension plan**, the RRPP calculates your pension using a pre-determined formula, which incorporates your earnings and your years of membership in the Plan. The amount of your pension is not determined by the contributions made to the Plan and there is no "account" set up in your name.

As a **registered pension plan**, the RRPP must comply with the rules of the Income Tax Act (ITA) of Canada as administered by the Canada Revenue Agency (CRA). Additionally, it is registered with the Financial Services Commission of Ontario (FSCO) and is subject to the Pension Benefits Act (PBA) of Ontario. The oversight provided by the PBA through FSCO means that your earned pension benefits are subject to certain rules designed to protect them, and compliance with the ITA means plan contributions are tax-deductible. You realize the tax benefit on your contributions immediately when the deductions are collected through payroll, meaning you do not pay tax on the amount you have contributed.

The RRPP is also a **contributory pension plan**. It is funded by contributions from plan members, which are matched equally by Ryerson University – dollar for dollar.

While Ryerson University is the plan sponsor and acts as the administrator of the plan, the Board of Governors is responsible for ensuring that the RRPP is managed prudently for the benefit of its members. Other parties involved in the management of the RRPP include the Employee Relations & Pension Committee (a sub-committee of the Board of Directors); the Joint Pension Committee comprised of members from each Ryerson affiliation; the Ryerson Executive; and Human Resources Pensions & Benefits. There are also outside parties who are hired to provide advice, administer data, and produce statements.

In the following pages, you will find detailed information about the RRPP that should help you to understand how the Plan works and how you can get the most out of your plan membership.

We invite you to contact the staff of Ryerson HR Pensions & Benefits if you have any questions about the RRPP that are not answered in this summary.

## MEMBERSHIP

### Eligibility

Membership in the RRPP is **mandatory** and **effective from your date** of hire if you are:

- A full-time career employee (FTCE), or
- A tenured or limited-term faculty member.

Membership in the plan is **voluntary** if you are:

- A term employee who works more than 24 hours per week and has 12 consecutive months of service without interruption.

If you are a term employee, HR Pensions & Benefits will provide you with all applicable documentation when you are eligible to join.

If you join Ryerson as a term employee and subsequently become an FTCE, then your membership in the RRPP will become mandatory on the day that you become an FTCE, if you had not already opted to join the plan as a term employee.

The following employee classes are excluded from joining the RRPP: Post-Doctoral Fellows, short-term temporary employees; sessional instructors; continuing education instructors; teaching assistants; graduate assistants.

### Enrolment Process

If you are eligible to join the RRPP, you will be asked to complete the Ryerson Retirement Pension Plan Enrolment/Change Form.

If your membership is mandatory, contributions will be deducted from your pay regardless of the date you submit your enrolment form.

If your membership is voluntary, contributions will not start until the form has been received and processed. If your membership is voluntary and you elect not to join, you will be asked to sign a waiver.

If your membership is voluntary, and you elect not to join the RRPP when first eligible but decide to join at a later date, you must still satisfy the eligibility criteria listed above at that later date (i.e., no break in service during the 12 consecutive months preceding your application to join the plan as well as continuing to be eligible for plan membership because of your assignment status).

### Choosing a Beneficiary

When you join the RRPP, you will be asked to designate a beneficiary to receive any applicable death benefits. You can choose more than one person, but you must indicate the percentage of the benefits that each should receive. If no percentage is indicated, the benefits will be divided equally among the beneficiaries indicated.

If you have a qualifying spouse (as defined by the RRPP in accordance with the PBA) when your pension benefits are determined (e.g., retirement, termination, or death) your spouse will



have priority over any other named beneficiary to receive any death benefits, unless your spouse has waived the right to these benefits by completing the prescribed forms.

The word spouse has a specific meaning under the terms of the RRPP; see the glossary at the end of this document for details.

## CONTRIBUTIONS

### Employee Contributions

All members of the RRPP contribute based on the following formula:

- 9.95% of pensionable earnings up to the Year's Basic Exemption (YBE), plus
- 7.75% of pensionable earnings between the YBE and the Year's Maximum Pensionable Earnings (YMPE), plus
- 9.95% of pensionable earnings above the YMPE.

In 2021, the YBE is \$3,500 and the YMPE is \$61,600. These amounts are determined by the Canada Pension Plan (CPP) and are subject to change each year.

### What are "pensionable earnings"?

For the RRPP, "pensionable earnings" are defined as regular salary, excluding continuing education earnings, part-time and sessional earnings, and other extra services such as overtime and shift premiums.

### Example:

#### An employee earning \$65,000 in 2021 would contribute:

\$3,500 X 9.95%	=	348.25	
\$55,200 X 7.75%	=	4,502.75	[\$61,600 - \$3,500 = \$58,100]
\$3,400 X 9.95%	=	338.30	[\$65,000 - \$61,600 = \$3,400]
<b>Total</b>	<b>=</b>	<b>\$5,189.30</b>	

*(Examples are for illustration only. Individual situations may vary.)*

### Ryerson Contributions

Ryerson matches all the pension contributions made by employees to the RRPP through payroll deduction.

### How are the contribution rates determined?

The contribution rates are determined by Ryerson based upon the funding requirements of the Plan, after discussions with the Plan's actuary. All contributions are held in the Pension Fund. Because the RRPP is a defined benefit pension plan, the contributions (both yours and



Ryerson's) do not determine the amount of pension payable from the Plan. For this reason, the funding requirements could change and contribution rates could increase without resulting in an increase in the actual pension payable at retirement. The RRPP does not operate like a savings account or an RRSP account where more contributions mean a larger payout.

#### How is the Pension Fund invested?

The assets of the RRPP are invested with the Ontario Municipal Employees Retirement System (OMERS) in a trust. The money is not at Ryerson or mixed with Ryerson's general accounts. The purpose of the Fund is to provide benefits to members as described in the RRPP Plan Text. The costs of administering the Fund are also paid out of the Fund.

#### When do RRPP contributions end?

After you have joined the RRPP, there is no provision to opt out of plan membership. You must contribute until one of the following events occurs:

**1) You terminate employment.**

Upon termination of your employment with Ryerson, you can no longer contribute to the RRPP. You will be provided with an option form detailing the benefits to which you are entitled and your options for those benefits. Please note that if you "terminate" and have attained age 55, then your termination will be treated as a retirement by the Pension Plan and you will receive retirement options.

**2) You elect to retire.**

If you elect to retire from Ryerson, your contributions to the RRPP will stop, and you will be provided with an election form detailing the retirement pension options to which you are entitled.

**3) You have 35 years of credited service.**

Once you have 35 years of credited service, you are no longer eligible to make further contributions.

**4) You reach age 65 and elect to start your pension while continuing to work at Ryerson.**

If you are still working at Ryerson when you reach age 65, you may continue to contribute to the RRPP (provided you do not yet have 35 years of credited service – see #3), but you are not required to do so. If you continue to work, you may choose instead to stop contributing and to draw your pension from the RRPP.

**5) You reach age 71.**

If you elect to continue contributing to the RRPP after you reach age 65, you must stop contributing and start receiving your pension no later than December 1st in the year in which you reach your 71st birthday. This is required by the Income Tax Act, and applies to all registered pension plans and RRSPs.

**6) You take an approved leave of absence.**

If you take an approved leave of absence, you will have the option to continue contributing to the RRPP and continue earning credited service, or to stop your contributions for the duration of the leave of absence, and not earn credited service while on leave. If you do elect to contribute while on leave, Ryerson will match the



contributions you pay to the RRPP. Contributions while on leave are payable in equal, monthly amounts by post-dated cheques.

**7) If you die while employed at Ryerson.**

In the event of your death while you are employed at Ryerson, your membership in the RRPP and your contributions will cease. Options would be provided to your beneficiary outlining the death benefit payable from the RRPP.

## SERVICE

### Credited Service

Credited service is one of the factors used to calculate your pension from the RRPP. For each month in which you contribute to the Plan, you receive up to one month of credited service. If you are on a reduced workload, and have not elected to contribute based on your notional earnings and service, then your credited service will be reduced to reflect your reduced service at Ryerson.

It is important to be aware of the factors that affect your credited service in the RRPP. For example, if you take an approved leave or you are considering reduced hours, these actions could affect the credited service you earn in the Plan, and consequently, affect your pension.

HR Pensions & Benefits can answer any questions you may have about your credited service.

The maximum credited service you can earn in the RRPP is 35 years, including service transferred in from another plan.

### Purchasing Credited Service in the Pension Plan

If you worked at Ryerson before becoming a member of the RRPP, you may be eligible to “buy back” that service as a pre-enrolment service purchase. In other words, you may be eligible to pay a specific amount of extra contributions in order to increase your total credited service in the RRPP. In order to be eligible to purchase service, you must be a contributing member of the RRPP at the time of purchase.

There are two kinds of pre-enrolment service purchases available in the RRPP.

- **Full-time service** is defined as any continuous Ryerson service prior to becoming eligible to join the RRPP (e.g., if you are a term employee and were not eligible to join for the first 12 months of employment, that service may be eligible for purchase).
- **Non-pensionable or broken service** refers to service not normally eligible for pension membership (e.g., CUPE sessional instructor service), or service which occurred before a break from employment (e.g. you were a term employee, left for a period of time, and returned as a full-time employee).

Service as a Continuing Education Instructor is not eligible for purchase.

Only prior Ryerson service is eligible for purchase. Service with another university employer is not eligible for purchase.



Information about the types of prior service which are available for purchase can be found in by visiting the HR website, selecting your employee group and clicking on “Pension, Retirement & Savings” and selecting “Pension buy-back”.

### Transferring Service from a Former Employer’s Pension Plan

If you have earned a pension benefit in another Canadian pension plan before working at Ryerson, you may be able to transfer that benefit into the RRPP and receive service credit in the RRPP proportional to the amount transferred into the plan. There are conditions and limitations with respect to CV transfers and if you would like more information regarding the process, please visit the HR website and review the detailed information on Transferring Pension from a Previous Employer.

In a CV transfer, a costing is completed to determine how much the service you had in your prior pension plan would cost in the RRPP. If the amount of your benefit available for transfer from the former plan is enough to fund the calculated cost of the service in the RRPP, then you will be credited with the full amount of service in the RRPP. If it is not enough, the amount of service credited to you in the RRPP will be reduced to take into account the shortfall of the amount available for transfer. You may NOT top up the CV transfer amount with additional money to fund any shortfall of service.

#### Example:

An RRPP member was previously in a pension plan with a Canadian employer and still has a benefit in the former employer’s plan. The member obtains a transfer calculation showing that it would cost \$100,000 to transfer the full amount of the pension service credit of 10 years from the former pension plan to the RRPP. The eligible amount available for transfer is only \$80,000. There are two choices: the member may either accept a reduced amount of service credit in the RRPP (whatever amount the \$80,000 available would buy in the RRPP) or the member may choose to decline the transfer. (Examples are for illustration only. Individual situations may vary.)

In certain cases, it is possible that completing a transfer of your pension benefit from one plan to another could result in tax implications, which in turn could result in changes to the amount of your current or future available RRSP contribution room.

#### If I am a rehired Ryerson employee, does this affect my pension?

There are three possible scenarios for rehired members:

- You may have left your entire pension entitlement in the fund.
- You may have received money from the RRPP in the form of a partial refund.
- You may have transferred your pension benefit out of the Plan.

**If you left your entire pension entitlement in the RRPP when you left Ryerson**, then HR will complete two separate benefit calculations for you, and pay whichever is the greater of the two.

For the first calculation, we:

- determine the benefit payable based upon your most-recent period of Ryerson service,
- add it to the benefit you left in the plan from your prior period of service.

For the second calculation, we:

- combine the two periods of membership,



- recalculate the entire benefit payable to you based on both periods of service,
- using the best HAE over 60 months we can find, derived, as necessary, from both periods of membership.
  - **Note:** If you had a gap between your two periods of service, and your most-recent period of service is less than 60 months, it is possible that this calculation would be based on your earlier period of service if a higher 60-month period of earnings can be found there.

The benefit payable to you will be based on whichever of the above calculations yields the higher benefit.

**If you received a partial payout from the RRPP when you left Ryerson the first time,** your original deferred pension benefit will remain as is (based on service and earnings at the time of termination), and a new benefit will be calculated using the credited service earned during your most-recent period of Ryerson employment. You will, in effect, have two separate pension benefits. The two periods of credited service will not be added together for purposes of determining eligibility for unreduced early retirement; only the most recent period will count.

**If you transferred your entire benefit out of the RRPP when you first left Ryerson,** there is no way to re-establish that period of service in the Plan. Membership will start from the date you rejoin the Plan and your pension benefit will be calculated based only on the most recent period of membership.

## RETIREMENT

### Normal Retirement

Terminating employment and starting your pension at age 65 is called “normal retirement.” If you retire at age 65 (although you are no longer required to), you are entitled to an unreduced pension regardless of your credited service. See “Calculating Your Pension” for a sample calculation at normal retirement. Your retirement date is always the last day of the month, so your “normal retirement date” is the last day of the month in which your 65th birthday occurs.

### Postponed Retirement

Terminating employment and starting your pension after age 65 is called “postponed retirement”. If you elect to retire after age 65, you are entitled to an unreduced pension regardless of how much service you have in the RRPP. The latest permitted postponed retirement date is November 30th of the year in which you reach age 71, as specified by the Income Tax Act.

### Early Retirement

If you terminate employment at Ryerson after age 55, but before age 65, you are entitled to receive an early retirement pension. Under the RRPP, your retirement date is the last day of the month in which you cease to work at Ryerson and therefore, cease to contribute to the pension plan. For example, if you were to cease working on June 15th, your retirement date would be June 30th.

There are two types of early retirement pension: reduced and unreduced. In order to qualify for an unreduced early retirement pension, you must satisfy one of the plan provisions allowing for an unreduced pension; either the “90 Factor” or the “60/20 Rule.”



- You satisfy the **90 Factor** when the sum of your age plus your credited service in the plan when you terminate employment equals at least 90. For example, if you are 57 and have 33 years of credited service in the RRPP, then you satisfy the 90 Factor and are eligible to receive an unreduced early retirement pension.
- In order to satisfy the **60/20 Rule**, you must satisfy two conditions when you terminate employment: (1) you must be at least age 60, and (2) you must have at least 20 years of credited service in the RRPP. For example, if you were age 59 and had 21 years of service when you terminate you would not satisfy the conditions of the 60/20 Rule. If you are age 62 and have 18 years of service when you terminate you would not satisfy the conditions of the 60/20 Rule.

**IMPORTANT:** If you retire early and commence receipt of your pension, and then subsequently return to work at Ryerson prior to age 65 AND the nature of the job you accept requires that membership in the pension plan is MANDATORY (i.e.: an FTCE or RFA position) then your pension payments must cease, and you would resume contributing to the pension plan for which you would accrue additional credited service in the pension plan. When you subsequently retire, or turn 65 and request to receive your pension, your retirement pension benefit would be recalculated, based on your total combined service from both periods of your employment at Ryerson.

### Calculating Your Pension

To calculate a pension from the RRPP, Ryerson uses the following information:

- The plan formula.
- Your Highest Average Earnings (HAE), which is defined as the average amount of your highest 60 consecutive months of pensionable earnings.
- Your credited service in the RRPP.
- The YMPE in the year you terminate employment.

The plan formula is as follows:

1.35% of your HAE up to the YMPE plus 2% of your HAE in excess of the YMPE multiplied by your credited service.

An example of how your highest average earnings would be calculated for a retirement in August 2021 is shown below:

Year	Credited Service	Pensionable Earnings
2021	8 months	\$46,000
2020	12 months	\$67,500
2019	12 months	\$65,500
2018	12 months	\$63,000



<b>2017</b>	12 months	\$60,000
<b>2016</b>	4 months*	\$20,000

\*Actual months of earnings from September 1<sup>st</sup> to December 31<sup>st</sup> 2016

To determine the HAE, the earnings from the 60 months are added up and then divided by five, as follows: Total is \$322,000 divided by five = \$64,400.00

#### Normal Retirement Pension (age 65)

- HAE of \$64,400
- 23 years of credited service
- Retirement date in 2021 when the YMPE is \$61,600

$$\$61,600.00 \times 1.35\% \times 23 = \$19,126.80$$

$$\$2,800.00 \times 2.0\% \times 23 = 1,288.00$$

$$\text{Total lifetime pension} = \mathbf{\$20,414.80}$$

(payable at normal retirement date)

#### Unreduced Early Retirement Pension (satisfying the 90 Factor or the 60/20 Rule)

- Age 60
- HAE of \$64,400
- 23 years of credited service
- Retirement date in 2021 when the YMPE is \$61,600

$$\$58,700.00 \times 1.35\% \times 23 = \$19,126.80$$

$$\$5,700.00 \times 2.0\% \times 23 = 1,288.00$$

$$\text{Total lifetime pension} = \mathbf{\$20,414.80}$$

(payable at early retirement date)

The RRPP also pays a bridge benefit to age 65. A bridge benefit is an additional pension amount paid from your pension start date only until age 65. For this example, it is calculated as follows:

$$\mathbf{\$61,600.00 \times 0.65\% \times 23 = \$9,209.20 \text{ per year until age 65}}$$

The bridge benefit is calculated using your HAE amount, but only up to the YMPE. Since the member satisfies the 60/20 Rule in the example above, there is no reduction applied to the bridge benefit.

#### Reduced Early Retirement Pension (not satisfying the 90 Factor or the 60/20 Rule)



- Age 55
- HAE of \$64,400
- 23 years of credited service
- Retirement date in 2021 when the YMPE is \$61,600

$$\$61,600.00 \times 1.35\% \times 23 = \$19,126.80$$

$$\$2,800.00 \times 2.0\% \times 23 = 1,288.00$$

$$\text{Total lifetime pension} = \mathbf{\$20,414.80}$$

*(payable before reduction)*

This plan member would also be entitled to a bridge benefit payable to age 65 as follows:

$$\mathbf{\$61,600.00 \times 0.65\% \times 23 = \$9,209.20 \text{ per year until age 65}}$$

The member does not qualify for an unreduced pension, so both the pension and the bridge benefit amounts would be permanently reduced. The earliest this member would be eligible to receive an unreduced pension (if she/he had continued working) would be age 60 (23 years of service would qualify the member for the 60/20 Rule). This member has retired five years before eligibility for an unreduced pension. The reduction factor is 5% for each year that a member's retirement date precedes the earliest date that he or she would otherwise be entitled to an unreduced pension (if the member had continued working).

As a result, the pension amounts are permanently reduced by 25% (5% X 5 years), as follows:

#### Lifetime pension:

$$\$20,414.80 - (25\% \times \$20,414.80) = \$15,311.10$$

#### Bridge pension:

$$\$9,209.20 - (25\% \times \$9,209.20) = \$ 6,906.90$$

#### Pension:

$$\text{Pension payable to age 65} = \$22,218.00$$

$$\text{Pension payable after age 65} = \$15,311.10$$

*(after reduction)*

### Forms of Pension

If you have no spouse at the time your pension payments begin, your pension will be paid for your lifetime. If you die before you have received 10 years of pension payments (i.e., 120 monthly payments), then the balance of the guaranteed payments will be paid in a lump sum to your beneficiary(ies) or estate, as applicable.

If you have a spouse at the time your pension payments begin, your pension will be paid for your lifetime. If you die before your spouse, your spouse will receive a lifetime pension equal to 60% of the amount you were receiving prior to your death. Please note that this only applies to the person who was your spouse at the date of your retirement.



### About the Total Earnings Supplemental Plan

The Income Tax Act (ITA) limits the maximum amount of a pension a person can receive from a registered pension plan. This means that some people would not be entitled to receive their full pension under the RRPP calculation formula. Since the RRPP is designed as a total earnings pension plan, Ryerson has established a supplemental plan, called the Total Earnings Supplemental Pension Plan for Employees of Ryerson University (TESP). It is designed to provide pensions to plan members who might otherwise not receive a full pension from the RRPP due to the ITA maximum pension rule.

If a plan member's calculated pension exceeds the amount allowable under the ITA, the TESP pays that member the difference so that the member receives the pension amount calculated using the RRPP plan formula as if there were no ITA limit on the pension.

Amounts payable to members under the TESP only apply to service earned while a member of the RRPP. Some kinds of pre-enrolment service and amounts transferred to Ryerson under a reciprocal transfer agreement, or via a CV transfer into the plan, are not covered by the TESP. The pension benefit applicable to such service is limited by the ITA maximum.

### How do I know how much pension I have earned in the RRPP?

Every year before June 30th, an annual pension statement is produced for each member of the RRPP who had credited service in the prior calendar year and is made available online via Ryerson's HR website. Visit [www.ryerson.ca/hr/employee-resources](http://www.ryerson.ca/hr/employee-resources)

The statement contains an updated calculation of the member's pension benefit, as well as other information that may have changed during the previous calendar year (beneficiary designations, marital status, etc.). The statement also reports the amount of contributions made during the prior year and the updated balance of the prior years' contributions plus interest.

When necessary, additional communication is provided to members explaining plan changes, new regulations, or other items that may affect the RRPP. Such communications are usually sent to members as information bulletins about the Plan.

### Inflation Protection

Both RRPP and TESP pensions, once calculated (whether they are deferred or in payment), are indexed annually to help lessen the impact of inflation. The increase in the pension is based on the increase in the Consumer Price Index (CPI) and is adjusted each January 1st. The maximum increase payable in any year is 8%. Any increases in CPI above 8% will be carried forward and added in years when the CPI increase is less than 8%.

## TERMINATION

If you are not yet age 55 when you leave Ryerson, you would have the following options in connection with your pension benefit from the RRPP:

### A Deferred Pension Benefit

A calculation of the pension benefit you have earned, based on the plan formula, is completed and you are advised of the amount of the pension you may elect to receive starting at age 65. You can choose instead to start the pension any time between age 55 and age 65, but it would be subject to an early retirement reduction as detailed in the RRPP Plan Text.



### Transfer of the Commuted Value (CV)

A CV amount is calculated by determining the present value of the pension payable at age 65. A CV is transferable to a Locked-in Retirement Account (LIRA), which works somewhat like an RRSP, on a “locked-in” basis, meaning that the money cannot be redeemed for cash and cannot be redeemed prior to age 55. The funds must be used to “buy” a pension or to provide you with income in retirement. You are free to invest the money in any way you choose within your LIRA (subject to income tax rules).

### Transfer to Another Pension Plan

The CV amount as described above is transferred to another pension plan, provided the plan agrees to accept it. You may be able to carry all or a part of your pension service in the RRPP over to another pension plan where it will provide for increased pension credit in the new plan. Under the Income Tax Act, the transfer of the whole CV amount to a tax-sheltered account may not be permitted if the amount of the CV exceeds certain prescribed limits. In such cases, the transfer of any such extra amount will be governed by the provisions of the Income Tax Act.

### Termination from Ryerson Having Attained Age 55

If you terminate employment at age 55 or older (but not yet age 65), you become eligible for an immediate, early retirement pension (reduced if applicable, or a deferred pension at a later date as per option 1 as listed above). The option to transfer the CV is not available.

## OTHER LIFE EVENTS

### Disability Leaves

If you are in receipt of Short Term Disability income payments, contributions to the RRPP are deducted and matched by Ryerson, and you continue to earn credited service in the Plan.

If you are in receipt of Long Term Disability income payments, contributions to the RRPP are deducted from your disability payment and remitted to the Plan along with the matching Ryerson contributions, and you continue to earn credited service in the Plan. However, if you are a Ryerson Faculty Association (RFA) member, Ryerson contributes both the employee and matching contributions and you continue to earn credited service in the Plan.

### Unpaid Leaves

If you go on an unpaid approved leave of absence (e.g., maternity leave, personal leave), your pension contributions can no longer be remitted to the RRPP through payroll, so you stop earning credited service for the period of leave.

However, the RRPP allows you to continue earning credited service by permitting you to pay for the lost service directly through what is called a “buyback” (see “Purchasing Credited Service” in this document for more information).

When HR Pensions & Benefits receives notification of an approved leave of absence, a buyback calculation is completed, which will indicate how much service is available for purchase as a result of the leave, and how much it will cost to purchase the service. Buybacks in the RRPP are payable in equal, monthly installments by a series of post-dated cheques supplied to, and made



payable to, Ryerson University. The cost of the buyback is based on the contributions you would have made to the Plan had you not taken a leave. The salary rate used is equal to the pensionable earnings in effect the day before the leave started. If you continue to make contributions to the pension plan while on leave, Ryerson matches these contributions.

The decision to purchase service is voluntary. If you choose not to purchase the service while on a leave of absence, then you will lose the credited service during the period of unpaid leave. Buybacks of service relating to leaves of absence represent a one-time opportunity. If you choose not to purchase the service during a leave, the opportunity to do so will have been irrevocably lost.

## Death

### Death before Retirement

Depending upon your age, the time at which your period of plan membership began, your marital status, and the age of your dependents at the time of your death, there are a number of different possible death benefit options that might be available under the pension plan.

### Death after Retirement

Please refer to the “Retirement” section under “Forms of Pension” for more information.

## Marriage Breakdown

If your marriage ends, you may be able, under the PBA, to assign a portion of your pension to your former spouse, through a court order or separation agreement. You should notify HR Pensions & Benefits if such an event occurs.

## Shortened Life Expectancy

In the event that your life expectancy is considerably shortened due to illness or disability, you may be able to receive your RRPP benefits in a lump-sum cash payment. To be eligible, you must have left active service and you must be receiving a pension or have a right to a deferred pension from the Plan. As well, your condition must be certified by a medical doctor and you must satisfy any other conditions prescribed under legislation. Please contact Human Resources for more information

## FOR MORE INFORMATION

If you have any questions about the RRPP, please contact one of the Pension & Benefits staff listed below.

### **Aneka Olbino, Pensions & Benefits Administrator**

(416) 979-5000 ext. 554146

[aolbino@ryerson.ca](mailto:aolbino@ryerson.ca)

### **Jenna Miller, Pensions & Benefits Administrator**

(416) 979-5000 ext. 557158

[jenna.miller@ryerson.ca](mailto:jenna.miller@ryerson.ca)



## Harsharan Upal-Kapoor, Pensions & Benefits Administrator

(416) 979-5000 ext. 557247

[h2upal@ryerson.ca](mailto:h2upal@ryerson.ca)

*Aneka, Jenna and Harsharan should be your first point of contact for any general questions. They can assist you with enrolment questions, changes to personal or beneficiary information, leave of absence calculations, or prior service purchases.*

## Richard Briggs, Pension Advisor

(416) 979-5000 ext. 556254

[rbriggs@ryerson.ca](mailto:rbriggs@ryerson.ca)

*Richard is available to assist you with more advanced questions, such as inquiries regarding service accrual or pensionable earnings. Contact Richard immediately if you perceive a possible error in your pension calculations.*

## Jan Neiman, Director, Pensions & Benefits

(416) 979-5000 ext. 556236

[jneiman@ryerson.ca](mailto:jneiman@ryerson.ca)

*As the leader of Pensions and Benefits, Jan is available for contact when the other team members are unable to help you with your questions or concerns.*

## GLOSSARY OF PENSION TERMS

<b>CPP</b>	<b>Canada Pension Plan:</b> A mandatory, federal pension plan to which all working people in Canada must contribute within specified earnings levels and up to age 65 while still employed.
<b>CRA</b>	<b>Canada Revenue Agency:</b> Formerly known as Revenue Canada, CRA collects income taxes and administers the rules of the Income Tax Act which, for example, set limits on pension contribution amounts, RRSP contribution amounts, and maximum pension benefit amounts.
<b>Credited Service</b>	Also called <b>service credit</b> or <b>pension service credit</b> , credited service represents the accrued period of service in the RRPP during which contributions were paid by the member.
<b>CV</b>	<b>Commutated Value:</b> The lump-sum present value of a pension payable at a later date.
<b>FSRA</b>	<b>Financial Services Regulatory Authority:</b> With the Superintendent of Financial Services, this is the provincial government regulator of pensions in the province of Ontario. FSRA is responsible for administering the Pension Benefits Act (Ontario), which protects benefits of plan members by mandating minimum standards.



<b>FTCE</b>	<b>Full-Time Career Employee:</b> Full-time, permanent employees of Ryerson with no “end date” defining the end of a term of employment.
<b>FTE</b>	<b>Full-Time Equivalent:</b> The FTE is a measure of whether a person is working full-time hours. For example, an FTE of 1.00 means a person is working the “full-time equivalent” hours. An FTE of 0.5 would mean that an employee is on a 50% workload and is not working full time.
<b>HAE</b>	<b>Highest Average Earnings:</b> The highest consecutive 60 months of earnings used to calculate a benefit for a member upon retirement, termination or death.
<b>Indexation</b>	The cost-of-living increase paid on a pension in response to the inflation rate in a given year.
<b>ITA</b>	<b>Income Tax Act:</b> The law that regulates the collection of taxes and the payment of pensions in Canada.
<b>LIRA</b>	<b>Locked-in Retirement Account:</b> Also known as a locked-in RRSP, a LIRA is an RRSP which has limits imposed on the way in which it can be redeemed and when it can be redeemed.
<b>OAS</b>	<b>Old Age Security:</b> Also known as the Old Age Pension, the OAS is an income supplement provided to Canadians over the age of 65. However, unlike CPP, it is only provided to Canadians up to a specified income level. If one exceeds the specified income level, all of the benefit or a portion of it must be repaid.
<b>OMERS</b>	<b>Ontario Municipal Employees Retirement System:</b> Large public sector defined- benefit pension plan with which the RRPP invests its plan assets.
<b>PA</b>	<b>Pension Adjustment:</b> is a calculated value that offsets the amount that members of a registered pension plan can contribute to an RRSP in any given year and represents a calculation of the deemed value of the pension benefit earned in a given year as prescribed by the Income Tax Act. It appears in Box 52 on all T4 slips and must be reported on your income tax return.
<b>PBA</b>	<b>Pension Benefits Act:</b> The law that regulates pensions in the province of Ontario.



<b>Pensionable Earnings</b>	Pensionable earnings are those earnings recognized in connection with the RRPP. Contributions are deducted on pensionable earnings and pensionable earnings are used to determine a member's Highest Average Earnings when calculating a benefit.
<b>RRPP</b>	<b>Ryerson Retirement Pension Plan:</b> Registered defined benefit pension plan sponsored by Ryerson University for its faculty and staff.
<b>RRSP</b>	<b>Registered Retirement Savings Plan:</b> A tax-deferred savings vehicle permitted under the ITA to assist Canadians with private saving for retirement. RRSPs are subject to rules under the ITA as regulated by CRA.
<b>Service Credit</b>	See "credited service."
<b>Spouse</b>	<p>Spouse means a person of the same or opposite sex who:</p> <ul style="list-style-type: none"> <li>a) Is married to the member, or</li> <li>b) Is not married to the member but, <ul style="list-style-type: none"> <li>(i) has resided with the member for not less than 12 months prior to the member's date of death or retirement; is prohibited from marrying the member by reason of a previous marriage; and has been publicly represented by the member as the member's spouse, or</li> <li>(ii) has resided with the member for not less than 12 months prior to the member's date of death or retirement; is not prohibited from marrying the member; and has been publicly represented by the member as the member's spouse, or</li> <li>(iii) has resided with the member in a relationship of some permanence where the member and the "spouse" are the natural or adoptive parents of a child as defined in the Family Law Act (Ontario).</li> </ul> </li> </ul> <p>When the member and the "spouse" are living separate and apart at the date a determination must be made, the "spouse" will cease to be the member's spouse for purposes of survivor benefits under the RRPP.</p>
<b>TERM</b>	Term employee means a person who is hired to work for a specified limited time. The end date of employment is known.
<b>TESP</b>	<b>Total Earnings Supplemental Pension Plan</b> for Employees of Ryerson University: This fund pays pension amounts on eligible service above the ITA maximums.
<b>Vesting</b>	Vesting means "to qualify for a pension benefit." As of July 1, 2012, vesting is immediate for all plan members under the Ontario Pension Benefits Act.



<b>YBE</b>	<b>Year's Basic Exemption:</b> This is the earnings amount which, if not exceeded in a calendar year, is exempt from CPP deductions.
<b>YMPE</b>	<b>Year's Maximum Pensionable Earnings:</b> This is the maximum earnings amount on which benefits of the Canada Pension Plan are calculated. It is also the point at which contributions to the Canada Pension Plan cease.

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