

## Information about Your Annual Employee Pension Statement

Answers to the more common questions regarding the Annual Employee Pension Statement are available on our website under “Employees”, then “General”.

**Applying for a Pension** – To start your pension, retirement forms should be completed and submitted to the Board office before your retirement date. Otherwise, you may lose pension payments and certain defaults could apply. Forms can be submitted up to six months prior to the pension commencement date.

**Eligibility for Benefits and Amounts** - This statement is based on information provided by your employer. If we receive updated information, benefits on this statement may change.

**Information Available on Request** - A copy of *The Civil Service Superannuation Act* is available upon request. The most recent Annual Information Return, actuarial valuation report and cost certificate, annual financial statements, and the Statement of Investment Policies and Procedures are also available. To request these documents, contact our office. Many of these items can also be viewed on our website.

**Online Services** – The CSSB Online Services let you estimate your retirement pension, termination benefits and insurance benefits. You can also complete your retirement forms and view your annual pension statements, additional plan information, and relevant documents. To register, click on *CSSB Online Services* on the top right-hand corner of our website.

**Past Service Purchase** - "Pensionable Service" on this statement will include any service you purchased if it was paid for by the end of the statement year. It may also include service that was paid for early in the current year. Any service paid for after that time will be shown on future pension statements.

**Projected Pension Amounts** - Projected pension amounts are estimated assuming that your annual rates of future service, earnings and CPP earnings will remain unchanged from the statement year. As a result, employees who compare projected pension amounts from prior statements may notice a decrease in their projected pension. This could happen if they had a reduction in service or salary in the current statement year, had 27 pay periods in the prior statement year, or did not have an increase in salary in the current statement year.

**Transfer Agreements** - Reciprocal Transfer Agreements (RTAs) allow eligible members to transfer benefits between plans. For a complete list of RTAs please visit our website under “Employees”, then “General”.

**Retirement Dates** - The Normal Retirement Date under the pension plan is the day you meet age 65. You can retire on or after your 55th birthday. You must begin to receive your pension by December 31 of the year you turn age 71. Employees of the Province of Manitoba’s Corrections Component can retire as early as age 50 with no early retirement reductions if their age plus qualifying service equals 75 or more.

## **Information about Your Annual Employee Pension Statement (cont'd)**

**Pension Formula** - The formula used to calculate your annual lifetime pension is:

2% of your average yearly pensionable earnings during the highest five earning years, multiplied by pensionable service

MINUS

.4% of your average Canada Pension Plan pensionable earnings in the same five years, multiplied by pensionable service.

The pension formula for Hydro employees also includes an Enhanced Hydro Benefit equal to .1% of average Canada Pension Plan pensionable earnings multiplied by pensionable service since June 1, 2006.

The pension is subject to statutory maximums.

**Early Retirement Reductions** - No early retirement reduction is applied if a member is:

- age 65
- age 60 with 10 years of qualifying service
- age 55 and has met the Rule of 80.

The Rule of 80 means a member's age plus qualifying service is equal to 80. Special provisions apply to Employees of the Province of Manitoba's Corrections Component.

The early retirement reduction for an employee who has at least 10 years of qualifying service but is under age 60 and does not meet the Rule of 80 is effectively  $\frac{3}{4}$  % per year prior to the date the member could have attained age 60 or met the Rule of 80. If a member has less than 10 years of qualifying service, the pension is reduced to an actuarial equivalent of the age 65 pension.

**Disability Allowance** - A member with at least 10 years of qualifying service may apply for a disability allowance if they can't work due to a permanent disability. They must also be under age 60 and not eligible for an unreduced pension.

**Unregistered Pension** – The Income Tax Act limits the amount of pension that can be paid from a Registered Pension Plan. Any amount above that limit would be paid as unregistered pension. This might occur because of high salary levels. It could also occur because of pension accrued while in receipt of Long Term Disability benefits. This pension statement does not separate registered and unregistered pension amounts.