

**Municipal Employees Pension Plan (MEPP)
Non-Permanent Employees**

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Please find enclosed information regarding the Municipal Employees Pension Plan. As a non-permanent employee, enrollment is not mandatory but you may choose to enroll at any time. If you do not enroll at this time, you will be enrolled upon completing 700 hours or more in each of two consecutive years. For each pay, your contributions will be taken at the rate of 9% of your earnings. Please check their website if you would like more information.

If you choose to enroll, complete the attached Enrollment Form, Section 2. Confirm that all of your personal information is correct, check Optional Enrollment and sign and date the form and attach the completed Enrollment Form to your hire package.

Return your completed Designation of Beneficiary Form and send it along with certified copies of your birth certificate (and your marriage certificate and spouse's birth certificate) directly to MEPP. The person making the photocopy will need to make the photocopies and then write "certified true copy of the originals" on the copy along with the date and their signature. **The completed Designation of Beneficiary Form and supporting documents should be mailed directly to MEPP**

Deductions from your pay would be made at the rate of 9% of gross basic salary (the same amount would be matched by the Board).

**If you have previously worked for a MEPP-participating employer, enrollment in the plan is mandatory** and premiums will be deducted retroactive to your first day of work. Please choose the Mandatory Enrollment option in Section 2, sign and date the form and return / attach it with your package.

If you choose not to enroll, check the Enrollment Declined option in Section 2, sign and date the form and return / attach it to your package.

**REGARDLESS OF WHICH OPTION YOU CHOOSE, YOU MUST COMPLETE ENROLLMENT FORM AND ATTACH IT TO YOUR EMPLOYMENT PACKAGE.**

If you have any questions, please contact me the Board Office at (306) 624-2131 or by e-mail at [bistretzan.bonnie@prairiesouth.ca](mailto:bistretzan.bonnie@prairiesouth.ca).

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