

**Guidelines to Retirement  
Nova Scotia Community College**

April 1, 2021

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## Introduction

Congratulations on your decision to retire. Forward planning is always advisable when making any major life changes and retirement is no exception. We recognize this is one of the most important decisions you will make in your life and we want to make the transition as smooth as possible.

The guidelines include important information about retiring from the Nova Scotia Community College. They also highlight the major provisions of the various benefit and pension plans. If there is ever a question pertaining to the interpretation or administration of the benefit or pension plans discussed in these guidelines, the official plan documents will prevail in all cases.

Throughout this document we refer to a number of internal contacts that will assist you during your retirement journey. For your reference, current internal contact information appears below. A detailed contact list of all internal and external contacts is also included at the end of the document.

| Position                               | Name                       | Phone        | Email  |
|--|----------------------------|--------------|--|
| <b>Benefit Analyst</b>                 | Morgan Dunbar              | 902.491.3507 | <a href="mailto:morgan.dunbar@nsc.ca">morgan.dunbar@nsc.ca</a>                           |
| <b>Group Benefits Consultant</b>       | Lynn MacEachern            | 902.491.6749 | <a href="mailto:lynn.maceachern@nsc.ca">lynn.maceachern@nsc.ca</a>                       |
| <b>Manager, Payroll &amp; Benefits</b> | Pam Kennedy                | 902.491.3510 | <a href="mailto:pam.kennedy@nsc.ca">pam.kennedy@nsc.ca</a>                               |
| <b>Payroll &amp; Benefits Advisor</b>  | Katie Mitchell-MacLaughlin | 902.491.5237 | <a href="mailto:katie.mitchell-macLaughlin@nsc.ca">katie.mitchell-macLaughlin@nsc.ca</a> |
| <b>Payroll Coordinator</b>             | Reg Allen                  | 902.491.5511 | <a href="mailto:reg.allen@nsc.ca">reg.allen@nsc.ca</a>                                   |
| <b>Payroll Lead</b>                    | Donna Stewart              | 902.491.6746 | <a href="mailto:donna.stewart@nsc.ca">donna.stewart@nsc.ca</a>                           |

## Pension at NSCC

Eligible employees of NSCC belong to one of two pension plans; the Nova Scotia Teachers Pension Plan or the Public Service Superannuation Plan. Both plans are administered by the Nova Scotia Pension Services Corporation and include members from several organizations in addition to Nova Scotia Community College employees.

Information and details pertaining to these plans and retirement can be found on the Nova Scotia Pension Services website under your applicable pension plan at <https://www.novascotiapension.ca/>.

## Thinking about retiring from NSCC?

### STEP 1

Your first step in considering retirement from the College should be to determine if you have a Nova Scotia Teachers Pension Plan or a Public Service Superannuation Plan.

### STEP 2

Next you need to determine if you are eligible to retire under your pension plan. If you are unsure after reviewing the following information, you should contact the Nova Scotia Pension Services Corp.

### Nova Scotia Teachers Pension Plan Member (TPP)

#### Retire with an Unreduced Pension:

To be eligible to retire with an unreduced pension, meaning your pension is calculated with no early retirement reductions, you must meet one of the following requirements:

#### Rule of 85

|                       |     |  |
|-----------------------|-----|--|
| At least 55 years old | and | Your age + years of service = 85<br>( <i>ex: age 57 with 28 years of pensionable service =85</i> ) |
|-----------------------|-----|--|

If you do not meet the Rule of 85, you must meet one of the following age and years of service requirements...

| Age      | Years of Service                  |
|----------|-----------------------------------|
| 60 years | with at least 10 years of service |
| 65 years | with at least 2 years of service  |
| Any age  | with 35 years of service          |

Note: If you do not have any service on or after January 1, 1988, you require at least 10 years of service to qualify for a pension

**Retire with a Reduced Pension:**

To be eligible to retire early with a reduced pension, meaning your pension is calculated with reductions, you must meet one of the following age and service requirements. The chart below also explains the early reduction amount for each criterion.

| Age      | Years of Service                         | The early retirement reduction is:  |
|----------|--|---|
| 50 years | At least 30 years                        | 5% for each year prior to qualifying for an unreduced pension   |
| 55 years | At least 2 years but less than 10 years  | Based on actuarial equivalent value of pension if it started at age 65  |
| 55 years | At least 10 years but less than 20 years | Based on actuarial equivalent value of pension if it started at age 60  |
| 55 years | At least 20 years                        | * 0.4% for each of the first 24 months, and<br>* 0.3% for each month beyond 24 months from the date the member would first qualify for an unreduced pension |

**Public Service Superannuation Plan (PSSP)**

**Retire with an Unreduced Pension:**

To be eligible to retire with an unreduced pension, meaning your pension is calculated with no early retirement reductions, you must meet one of the following requirements:

If you first started contributing to the PSSP on or after April 6, 2010

| Rule of 85            |     |   |
|-----------------------|-----|---|
| At least 55 years old | and | Your age + years of service = 85<br><i>(ex: age 57 with 28 years of pensionsable service =85)</i> |

If you first started contributing to the PSSP prior to April 6, 2010

| Rule of 80            |     |   |
|-----------------------|-----|---|
| At least 50 years old | and | Your age + years of service = 80<br><i>(ex: age 52 with 28 years of pensionsable service =80)</i> |

If you do not meet the Rule of 85 or 80, you may be eligible to retire if you meet the following age and years of service requirements regardless of when you started contributing to the PSSP...

|        |     |                             |
|--------|-----|-----------------------------|
| Age 60 | and | At least 2 years of service |
|--------|-----|-----------------------------|

### Retire with a Reduced Pension

|          |                  |   |
|----------|------------------|---|
| 55 years | At least 2 years | .5% per month for each month prior to you qualifying for an unreduced pension |
|----------|------------------|---|

### STEP 3

Get an estimate based on a potential retirement date you have in mind. Get a few estimates for comparison. How do I do that?

### Nova Scotia Teachers Pension Plan Member (TPP)

Nova Scotia Pension Services Corp can provide you with a pension estimate if you are within two years of your eligible retirement date. If you are not within the two-year retirement threshold, you may use the Pension Projection Tool on the My Retirement Plan website to estimate how much your pension could be. You can also use the website to:

- View your most current Annual Member Statement
- View retirement and financial planning resources

To log in you will need your secure Member ID and password which you would have received by mail. If you do not have your logon credentials, email NS Pension Services at [pensionsinfo@nspension.ca](mailto:pensionsinfo@nspension.ca).

### Public Service Superannuation Plan (PSSP)

If you are within two years of retirement, you can contact Nova Scotia Pension Services Corp. for an estimate of your pension. If you are not within two years of retirement, you can obtain an estimate of your pension by visiting the My Retirement Plan Website: [nspensions.hroffice.com](http://nspensions.hroffice.com). The website allows active PSSP members secure access to their personal pension information online. You can also use the website to:

- View your most current Annual Member Statement
- View retirement and financial planning resources

To log on you will need your secure Member ID and password which you would have received by mail. If you do not have your logon credentials, email NS Pension Services at [pensionsinfo@nspension.ca](mailto:pensionsinfo@nspension.ca).

### STEP 4

If you haven't already applied for or are receiving Canada Pension Plan (CPP), contact them at 1-800-277-9914 for an estimate.

## STEP 5

Review the steps in this Guideline entitled *I have decided to retire-what do I do?*

## STEP 6

Review the documentation on the Nova Scotia Pension Services Corp Website regarding your pension plan (TPP or PSSP). The website has excellent guides for new members that will provide you with a general overview about your pension plan as well, specific information about retirement.

## STEP 7

If you are considering continuing to work after retirement, refer to the section in this Guideline entitled *The Impact of Returning to Work after Retirement*.

## STEP 8

You may want to check out our EFAP for some financial advice. You can also find great material such as *Planning for your retirement: things to consider, coping with retirement stress*, and a quiz on *Are you ready for retirement* in addition to some other great resources. Find our EFAP at <https://www.workhealthlife.com/>.

## STEP 8

Keep your eyes open for annual Pre-Retirement Sessions. The College oversees the sessions for Management and Confidential Staff. They are advertised and registration takes place through Organizational Learning. They are typically held in May.

For NSCCA and NSGEU employees, sessions are communicated and held by our union partners. Information can be found on the respective union websites.

## I have decided to retire... how do I get the Ball Rolling?

### Nova Scotia Teachers Pension Plan Member

1. Advise your Manager in writing at least three to four months in advance of your anticipated retirement date to ensure enough time for workforce planning and preparation of the necessary documentation for pension and benefits. Your retirement date must be the last day of the month. Your Manager will forward a copy of your letter to the Campus Employee Service Advisor who will communicate your intentions with Human Resources. It is very important to allow adequate time for processing in order to avoid any interruption in income transitioning from employment earnings to pension income. Late application could result in a delay of payment and impact your benefit eligibility.



#### TIP

*Faculty considering retirement at the end of the academic year may want to consider retiring July 1st. You will be paid out your vacation to August 14<sup>th</sup> on your last pay (the first pay of July) and three pension payments will be deducted to give you credit for the full academic year and your first pension payment would start the end of July. If you choose September 1<sup>st</sup>, you will only be paid until August 14<sup>th</sup> and wouldn't receive your pension payment until the end of September.*

2. You must notify the Teacher's Pension Plan **personally** of your intent to retire. Contact the Nova Scotia Pension Services Corporation and advise them you are a member of the Teachers Pension Plan and would like to request a retirement package. Pension Services Corp will send you a retirement package that must be completed and returned to them in a timely manner.

Your retirement package will include your pension estimate and several forms. It is important that you complete and sign all the forms in the application package.

3. There are **some** employees hired before April 1, 2015 who are entitled to receive a service award and who did not participate in the service payout program. If you are one of those employees, when you receive the Certification of Pension Notice from the Teachers Pension Plan, forward it to the Payroll Coordinator at NSCC. Once the Payroll Coordinator receives notification, they will send you a Service Award Option Form for you to complete and return to them for processing.
4. The Group Benefits Consultant, will provide you with a Benefit Option Form, a Pre-Authorized Debit Form as well as a cost to maintain your benefits during retirement. You must return the Benefit Option form indicating the benefits you wish to continue during retirement and the Pre-Authorized Debit form to the Group Benefits Consultant for processing at least one month prior to the date of retirement.



#### TIP

*Documents and information to have in order when applying for your pension:*

- ✓ Photocopy of your and your spouse's birth certificate or passport
- ✓ Photocopy of your marriage certificate
- ✓ SIN numbers for you, your spouse, and any dependent children under 25
- ✓ Death Certificate if your spouse is deceased
- ✓ Certificate of Divorce



## Public Service Superannuation Plan Member

1. Advise your Manager in writing at least three to four months in advance of your anticipated retirement date to ensure enough time for workforce planning and preparation of the necessary documentation for pension and benefits. Your retirement date must be the last day of any month. Your Manager will forward a copy of your letter to the Campus Employee Service Advisor who will communicate your intentions with Human Resources. It is very important to allow adequate time for processing in order to avoid any interruption in income transitioning from employment earnings to pension income. Late application could result in a delay of payment and impact your benefit eligibility.
2. The Payroll Coordinator, will send you a retirement package. You will need to send the completed package back to the Payroll Coordinator within six to eight weeks before your last day worked.

Retirement application packages include: a pension application form, beneficiary information, CRA forms, and external resources. A retirement checklist is also included with your application package to assist you with filling out your application.

3. There are **some** employees hired before April 1, 2015 who are entitled to receive a service award and who did not participate in the service payout program. If you are one of those employees, the Payroll Coordinator will send you a Service Award Option Form for you to complete and return to them for processing.
5. The Group Benefits Consultant, will provide you with a Benefit Option Form, a Pre-Authorized Debit Form as well as a cost to maintain your benefits during retirement. You must return the Benefit Option form indicating the benefits you wish to continue during retirement and the Pre-Authorized Debit form to the Group Benefits Consultant for processing at least one month prior to the date of retirement.



*Documents and information to have in order when applying for your pension:*

- ✓ Photocopy of your and your spouse's birth certificate or passport
- ✓ Photocopy of your marriage certificate
- ✓ SIN numbers for you, your spouse, and any dependent children under 25
- ✓ Death Certificate if your spouse is deceased
- ✓ Certificate of Divorce

## Pension Payments

### Nova Scotia Teachers Pension Plan Member

Pension payments are deposited directly to your bank account on the third-last banking day of each month, following the month after you retire. It is important to note that any requests for changes to pension payments must be submitted to Pension Services Corp **prior to the tenth day of any month**. Each year, the pension payment dates are posted to the following webpage: [www.nstpp.ca/teachers/list-pension-pay-dates](http://www.nstpp.ca/teachers/list-pension-pay-dates)

### Public Service Superannuation Plan Member

Pension payments are deposited directly to your bank account on the third last banking day of each month, following the month after you retire. Banking changes or any changes that directly impact your pension payment must be submitted to Pension Services Corp **by the first business day of every month**. Changes submitted after the first business day of the month will take effect the following month. Pension payment dates are posted on the following webpage: [www.nspssp.ca/publicservice/list-pension-pay-dates](http://www.nspssp.ca/publicservice/list-pension-pay-dates)

## Retiree Benefits

NSCC supports retirees into retirement by providing a suite of group benefits to employees. Your benefit options will depend upon the coverage you carried as an active employee and which employee group you belonged to prior to retirement. Employees will not be able to elect or increase a new benefit upon retirement.

The Retiree Benefit Plans are intended to supplement your provincial health care plan. It is your responsibility to ensure your provincial health care coverage continues into retirement. If you have questions regarding provincial health care coverage, contact Nova Scotia Provincial Pharmacare.

### Enrolment

The decision to enroll in the Retiree Benefits Plan should be considered part of your overall retirement planning process. Enrolling in retiree benefits is optional and a personal decision that would be based on several factors such as cost, your partners coverage, your anticipated medical or dental requirements, whether you feel you are adequately insured etc.

You will be contacted by the Group Benefits Consultant, with information on your retiree benefit plan, costs, and applicable documentation. It will be your responsibility to return the completed application form in a timely manner to avoid interruption of benefits.

### Benefit Premiums

Retirees will be set up on a pre-authorized debit plan to ensure premiums are taken monthly from their account. Debits to your bank account will take place on the first business day of the month. It is your responsibility to pay your share of the premiums. Insufficient funds will result in collecting two premiums the following month. If we are unable to collect the premium and arrears the following month, coverage will be cancelled.

## Annual Premium Statements

Each year, in April, information pertaining to new premium rates for the current year will be mailed to retirees. It is important for you to ensure your address is up to date with NSCC. Any address changes should be sent to the Payroll & Benefits Advisor. Changes to monthly premiums for the new year will take effect on May 1<sup>st</sup> of each year.

## Claiming Health and Dental Premiums on your Income Tax

By February 28<sup>th</sup> each year, you will be mailed a T4 that indicates in box 85 the premiums you paid for your health and dental premiums for the taxation year. If you are claiming health and dental expenses on your income tax return, this T4 is used as your documentation for income tax purposes. It is your responsibility to contact the Payroll & Benefits Advisor, with any changes to your address.

## Beneficiaries

### Life

Any applicable life insurance you carry through your retirement is paid out upon your death. This includes basic, optional, critical illness and ad&d if applicable. It is important for you to communicate with the individuals you have identified as your beneficiary, so they are aware they need to contact the Group Benefits Consultant, for claim assistance. For privacy reasons, we are only permitted to communicate with the designated beneficiary. To change your life beneficiary contact the Group Benefits Consultant.

If you have converted your life insurance to a private plan due to reaching the maximum age for your group coverage, your beneficiary will contact Manulife Financial directly. Ensure they have the policy information they need to make a claim. Any questions or changes you need to make to your policy after conversion is directly through Manulife Financial.

### Pension

Pension beneficiaries are designated when you submit your retirement package to the Nova Scotia Pension Services Corp. Any pension designated beneficiary will deal directly with Nova Scotia Pension Services Corporation for claim assistance. Any changes to Pension beneficiaries must be made through the Nova Scotia Pension Services Corporation. With respect to pension, a beneficiary may only be designated in the event that you have none of the qualified recipients listed in the "Payment Order of Priority". Information on the Payment Order of Priority will be explained in your retirement package and can also be found on the Nova Scotia Pension Services Corp website.

## Changes to Marital Status, Common-Law Relationship or Dependent Information

While on group retiree benefits, if there are changes to your marital status or to the number of your eligible dependents, you must report them immediately to us as this could impact your coverage and the premiums you pay. To change your marital status or dependent information contact the Group Benefits Consultant.

You must also notify Nova Scotia Pension Services Corp with any changes to your marital status or common law relationship. Your pension may be affected.

## Faculty & Professional Support Retiree Benefits and Rates

NSCC offers the following group benefits to employees covered under the Faculty & Professional Support group benefit plan:

| NSCC GROUP BENEFITS PLAN FOR FACULTY & PROFESSIONAL SUPPORT EMPLOYEES (RETIRES)   |   |                    |  |
|---|---|--------------------|--|
| Benefit & Monthly Rate  | Premium Cost  | Insurance Carrier  | Coverage Effective April 1, 2021   |
| <b>Life Insurance</b><br>.159/\$1,000 coverage per month  | 100% Employee Paid                                    | Manulife Financial | \$50,000 (basic) – up to age 65<br>\$10,000 at age 65<br><br>Early retirees may elect to continue their basic life coverage until age 65 with 100% of premium paid by member. The premium is based upon the members' age and annual salary immediately preceding retirement.   |
| <b>AD/D</b><br>.012/\$1,000 coverage per month  | 100% Employee Paid                                    | SSQ Insurance      | \$50,000<br>Coverage ends at age 65<br><br>Early retirees may elect to continue their AD&D coverage until age 65 with 100% of premium paid by member. Coverage is equal to the amount of basic life insurance.   |
| <b>Dependent Life</b><br>.43/month  | 100% Employee Paid                                    | Manulife Financial | Spouse \$3,000 Child \$1,500<br>Coverage ends at age 65<br><br>Early retirees may elect to continue their dependent life coverage until age 65 with 100% of premium paid by member.  |
| <b>Group Medical</b><br>No Cost   | 100% Employer Paid                                    | Medavie Blue Cross | *Drug Coverage stops at age 65 – retired members who are approaching age 65 may apply for drug coverage through Pharmacare<br><br>Extended health care benefits; such as: vision, paramedicals, hospital, hearing aids, vision, medical equipment, etc. will continue with no coverage termination date.   |
| <b>Dental</b><br>Single \$40.74/month<br>Family \$86.10/month   | 100% Employee Paid                                    | Medavie Blue Cross | No termination age – continuation of coverage  |
| <b>Optional Life</b><br><br>Rates vary by age and smoking status see appendix 1.  | 100% Employee Paid                                    | Manulife Financial | Coverage stops at age 85 with conversion option**<br>Reduces to \$50,000 at age 70<br><br>Early retirees may elect to continue their optional life coverage until age 85 with 100% of premium paid by member. The premium amount is based upon the members' age and annual salary immediately preceding retirement. \$10k – \$300k Combined max for employee and spouse.<br><br>**Contact your NSCC Group Benefits Consultant at 902-491-6749 for more detailed information on converting insurance coverage to a private policy with the insurer. Application must be made within 31 days of termination of coverage. |
| <b>Voluntary AD/D Under 70</b><br>Single .14/\$10,000<br>Family .24/\$10,000<br><b>Over 70-75</b><br>Single .28/\$10,000<br>Family .48/\$10,000 | 100% Employee Paid                                    | SSQ Insurance      | Coverage stops at age 75<br>Maximum reduces to \$100,000 at age 70<br>\$5k-\$300k single or family   |
| <b>Critical Illness</b><br>Rates vary see appendix 2  | 100% Employee Paid                                    | SSQ Insurance      | Coverage stops at age 75<br>Premium is age and amount rated  |
| <b>Voluntary Travel Insurance</b>   | Not included in NSCC suite of group retiree benefits. |                    | Retirees have the option to purchase voluntary travel insurance directly from providers. <a href="http://www.travelinsurancecompare.ca">www.travelinsurancecompare.ca</a><br><br><b>To speak to an agent call: 1-855-808-1010</b>  |

## M/C and Operational Support Retiree Benefits

NSCC offers the following retiree benefits to employees covered under the Management & Confidential and Operational Support group benefit plans:

| NSCC GROUP BENEFITS PLAN FOR OPERATIONAL SUPPORT/MC (RETIRES UNDER 65)                   |   |                    |   |
|--|---|--------------------|---|
| Benefit & Monthly Rate   | Premium Cost  | Insurance Carrier  | Coverage Effective April 1, 2021  |
| <b>Life Insurance</b><br>.166/\$1,000 coverage per month                                 | 100% Employee Paid                                    | Manulife Financial | Early retirees may elect to continue their basic life coverage until age 65 with 100% of premium paid by member. The premium amount is based upon the members' age and annual salary immediately preceding retirement. (\$60,000 maximum coverage for former NSGEU staff members)<br><br>**Contact your NSCC Group Benefits Consultant for more detailed information on converting insurance coverage to a private policy with the insurer. Application must be made within 31 days of termination of coverage. |
| <b>AD/D</b><br>.012/\$1,000 coverage per month   | 100% Employee Paid                                    | SSQ Insurance      | Early retirees may elect to continue AD&D coverage until age 65 with 100% of premium paid by member. Coverage is equal to the amount of basic life insurance.   |
| <b>Dependent Life</b><br>\$1.19/month  | 100% Employee Paid                                    | Manulife Financial | Spouse \$10000 Child \$5000<br><br>Early retirees may elect to continue their dependent life coverage until age 65 with 100% of premium paid by member.   |
| <b>Group Medical</b><br>Single \$54.10/mth<br>Family \$119.98/mth                        | 65% Employer Paid<br>35% Employee Paid                | Medavie Blue Cross | *Drug Coverage for both employee and spouse will terminate when the employee reaches age 65 – retired members who are approaching age 65 may apply for drug coverage through NS Pharmacare<br><br>Extended health care benefits; such as: vision, paramedicals, hospital, hearing aids, vision, medical equipment, etc. will continue.  |
| <b>Dental</b>  | Not included in NSCC suite of group retiree benefits. |                    |   |
| <b>Optional Life</b><br><br>Rates vary by age and smoking status see appendix 1.         | 100% Employee Paid                                    | Manulife Financial | Early retirees may elect to continue their optional life coverage until age 65 with 100% of premium paid by member. The premium amount is based upon the members' age and annual salary immediately preceding retirement. Maximum coverage is \$500,000<br><br>**Contact your NSCC Group Benefits Consultant for more detailed information on converting insurance coverage to a private policy with the insurer. Application must be made within 31 days of termination of coverage.                           |
| <b>Spousal Optional Life</b><br><br>Rates vary by age and smoking status see appendix 1. | 100% Employee Paid                                    | Manulife Financial | The spouse of a retired member may elect to continue their full spousal optional life coverage until either the spouse or member reaches 65 with 100% of premium paid by member. The premium amount is based upon the spouses' age and annual salary of the member immediately preceding retirement. Maximum coverage is \$500,000  |
| <b>Critical Illness</b>  | Not included in NSCC suite of group retiree benefits. |                    |   |
| <b>Voluntary Travel Insurance</b>  | Not included in NSCC suite of group retiree benefits. |                    | Retirees have the option to purchase voluntary travel insurance directly from providers.<br><br><a href="http://www.travelinsurancecompare.ca">www.travelinsurancecompare.ca</a> or call 1-855-808-1010 to talk to a rep. <b>To speak to an agent call: 1-855-808-1010</b>  |

## NSCC GROUP BENEFITS PLAN FOR OPERATIONAL SUPPORT/MC (RETIRES OVER 65)

| Group Insurance Benefit   | Premium Cost  | Insurance Carrier  | Coverage Effective April 1, 2021   |
|---|---|--------------------|--|
| <b>Life Insurance</b>   | Not included in NSCC suite of group retiree benefits. |                    |  |
| <b>AD/D</b>   | Not included in NSCC suite of group retiree benefits. |                    |  |
| <b>Dependent Life</b>   | Not included in NSCC suite of group retiree benefits. |                    |  |
| <b>Group Medical (NO DRUG COVERAGE)</b><br>Single \$28.71/month<br>Family \$55.04/month | 65% Employer Paid<br>35% Employee Paid                | Medavie Blue Cross | *Drug Coverage for both employee and spouse will terminate when the employee reaches age 65<br><br>Extended health care benefits; such as: vision, paramedicals, hospital, hearing aids, vision, medical equipment, etc. will continue.  |
| <b>Dental</b>   | Not included in NSCC suite of group retiree benefits. |                    |  |
| <b>Optional Life</b>  | Not included in NSCC suite of group retiree benefits. |                    |  |
| <b>Spousal Optional Life</b>  | Not included in NSCC suite of group retiree benefits. |                    |  |
| <b>Critical Illness</b>   | Not included in NSCC suite of group retiree benefits. |                    |  |
| <b>Voluntary Travel Insurance</b>   | Not included in NSCC suite of group retiree benefits. |                    | Retirees have the option to purchase voluntary travel insurance directly from providers.<br><br><a href="http://www.travelinsurancecompare.ca">www.travelinsurancecompare.ca</a><br><br><b>To speak to an agent call: 1-855-808-1010</b> |

## Your Last Pay

### **Vacation Pay**

Employees who leave NSCC are paid out any carry over vacation balances up to the maximum of twenty-five vacation days, in addition to whatever balance of the current year entitlement has been earned but not taken. Current year entitlement will be pro-rated for a part year up to the last day worked. The vacation that shows on your most recent pay stub might not be accurate as it was based on working a full year and earning a full year entitlement.

If vacation time taken by the employee exceeds the total accumulated vacation earned at the end of employment, any unearned vacation taken will be deducted from the employee's final pay.

### **ROE**

If you would like us to produce a Record of Employment with your last pay, please contact the Payroll Lead.

### **Final Pay Stub**

Your final pay stub will be mailed to the address we have on file. Please ensure it is accurate.

## The Impact of Returning to Work after Retirement

An individual who has retired with and NSCC pension may be considered for employment through our standard fair hiring process.

If a retired NSCC employee returns in a casual capacity, pension and benefits are not impacted. However, should a retired NSCC employee return to an Auxiliary, Term, Probationary, or Continuing role, there may be impacts to pension and benefits depending upon your pension plan and the position.

### **Nova Scotia Teachers Pension Member returning to a Faculty/Professional Support Role**

#### **Impacts to Pension**

Retired Nova Scotia Teachers Pension Plan members who return to a faculty or professional support role can work 69.5 days\* (417 hours) in an academic year without it affecting their pension; however, on day 70 (418<sup>th</sup> hour), your pension must cease until you stop working.

If you chose to work beyond 69.5 days (417 hours) in an academic year, you must start contributing to the NS Teachers Pension Plan, and depending on how long you continue to work, your pension may have to be recalculated.

If you are considering working beyond 69.5 days (417 hours), please ensure that you contact the Nova Scotia Pension Services Corp office to discuss the possible impacts to your pension.

This applies even if you have 35 years of service and are no longer required to make contributions to the pension plan.

*NOTE:* The only exception to this rule is if you are age 71 and in receipt of a pension, you can continue to work without it affecting your pension.

*\* The 69.5 days (417 hours) include all days that a retired faculty or professional support employee was employed and paid by a participating employer. Holidays are included if you were paid for these days.*

*NOTE: Effective August 15, 2020 until August 14, 2021, persons in receipt of a Teachers' Pension will be able to work as an auxiliary faculty/professional support employee for up to 99.5 days (597 hours) in one academic year rather than the current limit of 69.5 days (417 hours) in one school year. The 99.5 days must include any days hired as a term. **Retired plan members are still limited to a maximum of 69.5 days (417 hours) worked in a term.***

## **Impacts to Benefits**

Once you are hired with the College in a position that is entitled to group benefits, your coverage will stop in the NSCC Retiree Benefit Plan. It is important for you to complete the necessary documentation to enroll in the active plan to avoid interruption of coverage. Once your active position ends, you will revert to the retiree benefits you had prior to accepting a position with the College. Under no circumstance will the College cover you under two benefit plans in which the College pays premiums.

Long Term Disability is subject to a three-month waiting period and employees with 35 years of service are not entitled. For all other group benefits, age restrictions for active benefits remain in effect which may impact coverage under some active benefits.

## **Public Service Superannuation Member returning to a Public Service Superannuation Plan role**

### **Impacts to Pension**

Public Service Superannuation Plan Members have no restrictions on their pension if they return to NSCC after retirement however they do not pay into the Public Sector Superannuation Plan if they return to a Public Service Superannuation plan position. Pension payments will continue, but there will be no pension deductions taken on your active pay.

### **Impacts to Benefits**

Once you are hired with the College in a position that is entitled to group benefits, your coverage will stop in the NSCC Retiree Benefit Plan. It is important for you to complete the necessary documentation to enroll in the active plan to avoid interruption of coverage. Once your active position ends, you will revert to the retiree benefits you had prior to accepting a position with the College. Under no circumstance will the College cover you under two benefit plans in which the College pays premiums.

Long Term Disability is subject to a three-month waiting period and employees with 35 years of service are not entitled. For all other group benefits, age restrictions for active benefits remain in effect which may impact coverage under some active benefits.



## Returning to a role with a different Pension Plan

### Impacts to Pension

If you are a Public Service Superannuation Plan recipient and you return to a Faculty or Professional Support pensionable role or if you are a Teachers Pension Plan recipient and you return to a Management/Confidential or Operational Support pensionable role, there is no impact to your pension however you will be responsible to pay into the new plan and premiums will be deducted from your pay.

This applies even if you have 35 years of service with your current pension plan. The only exception to this rule is if you are age 71 years of age or older. This is the maximum age that the Canada Revenue Agency permits pension contributions to a plan.

### Impacts to Benefits

Once you are hired with the College in a position that is entitled to group benefits, your coverage will stop in the NSCC Retiree Benefit Plan. It is important for you to complete the necessary documentation to enroll in the active plan to avoid interruption of coverage. Once your active position ends, you will revert to the retiree benefits you had prior to accepting a position with the College. Under no circumstance will the College cover you under two benefit plans in which the College pays premiums.

Long Term Disability is subject to a three-month waiting period and employees with 35 years of service are not entitled. For all other group benefits, age restrictions for active benefits remain in effect which may impact coverage under some active benefits.

## Contacts and Assistance with the Retirement Process

| Questions Relating To...  | Service Provider and Contacts  | Website  |
|---|--|--|
| <b>Address changes</b><br>for T4 etc.   | NSCC<br>Katie Mitchell-MacLaughlin, Payroll & Benefit Advisor<br>902-491-5237<br>Katie.Mitchell-MacLaughlin@nsc.ca | None   |
| <b>Bank deductions</b><br>for Benefit plan<br>after retirement  | NSCC<br>Morgan Dunbar, Benefits Analyst<br>902-491-3507<br>morgan.dunbar@nsc.ca                                    | None   |
| <b>Benefit coverage</b><br>information and<br>cost regarding<br>retiree benefits<br>prior to retiring | NSCC<br>Lynn MacEachern, Group Benefits Consultant<br>902-491-6749<br>lynn.maceachern@nsc.ca                       | None   |
| <b>CPP &amp; OAS</b><br>(Canada Pension Plan and Old Age Security)                                    | Service Canada<br>1-800-277-9914<br>TTY: 1-800-255-4786  | <a href="http://www.servicecanada.gc.ca">www.servicecanada.gc.ca</a> |

| Questions Relating To...   | Service Provider and Contacts  | Website   |
|--|--|---|
| <b>EFAP</b> (Employee & Family Assistance Program)<br>Documentation on retirement, financial advisor access etc.     | Morneau Shepell<br>1-844-880-9137<br>email a counsellor, chat functionality, and app information can be accessed through the website                 | <a href="https://www.workhealthlife.com">https://www.workhealthlife.com</a>                     |
| <b>Health</b> changes or cancellation post retirement  | Medavie Blue Cross via NSCC<br>Lynn MacEachern, Group Benefits Consultant<br>902-491-6749<br>lynn.maceachern@nsc.ca                                  | None  |
| <b>Health</b> Coverage Questions Post Retirement   | Medavie Blue Cross<br>NSGEU/MC or NSCCA Group Retiree Benefit Plan<br>1-800-667-4511<br>inquiry@medavie.bluecross.ca                                 | <a href="http://web.medavie.bluecross.ca/en/index">http://web.medavie.bluecross.ca/en/index</a> |
| <b>Life Insurance</b><br>Conversion option 65-69 and life claims pre-conversion                                      | NSCC<br>Lynn MacEachern, Group Benefits Consultant<br>902-491-6749<br>lynn.maceachern@nsc.ca   | None  |
| <b>Life Insurance</b><br>Post Conversion inquiries, biographical, beneficiary, and dependent changes and life claims | Manulife<br>1-800-268-6195   | <a href="http://www.manulife.com">www.manulife.com</a>  |
| <b>Payroll</b><br>Including information on final pay, vacation, ROE if required                                      | NSCC<br>Reg Allen, Payroll Coordinator<br>902-491-5511<br>reg.allen@nsc.ca OR<br>Donna Stewart, Payroll Lead<br>902-491-6746<br>donna.stewart@nsc.ca | None  |
| <b>Pension Paperwork</b><br>questions  | NSCC<br>Reg Allen, Payroll Coordinator<br>902-491-5511<br>reg.allen@nsc.ca   | None  |
| <b>Pension (TPP and PSSP)</b><br>Post retirement inquiries including questions, changes to                           | Nova Scotia <b>Pension Services Corporation</b><br>902-424-5070 or 1-800-774-5070<br>pensioninfo@nspension.ca  | <a href="https://www.novascotiapension.ca">https://www.novascotiapension.ca</a>                 |

| Questions Relating To...                                 | Service Provider and Contacts  | Website   |
|--|--|---|
| biographical information etc.                            |  |   |
| <b>Pharmacare (Family)</b><br>Coverage Information       | NS Provincial <b>Pharmacare (Family)</b><br>Family Pharmacare<br>902-496-5667 or 1-877-330-0323  | <a href="http://novascotia.ca/dhw/pharmacare/family-pharmacare.asp">http://novascotia.ca/dhw/pharmacare/family-pharmacare.asp</a>   |
| <b>Pharmacare (Senior)</b><br>Coverage Information       | NS Provincial <b>Pharmacare (Seniors)</b><br>Drug coverage at age 65<br>Seniors Pharmacare<br>902-429-6565 or 1-800-544-6191<br>seniorspharmacare@medavie.bluecross.ca | <a href="http://novascotia.ca/dhw/pharmacare/seniors-pharmacare.asp">http://novascotia.ca/dhw/pharmacare/seniors-pharmacare.asp</a> |
| <b>ROE Request</b>                                       | NSCC<br>Donna Stewart, Payroll Lead<br>902-491-6746<br>Donna.stewart@nsc.ca  | None  |
| <b>Service Award</b><br>Information for select employees | NSCC<br>Reg Allen, Payroll Coordinator<br>902-491-5511<br>reg.allen@nsc.ca   | None  |

Please take the time to review the material on the Nova Scotia Pension Services Corp website and speak to one of their representatives if you have questions. They are the experts and will be happy to assist you.

Appendix 1 Optional Life Rates NSCCAU and MC/NSGEU Rates

| <b>Retirees to 85 years - NSCCAU 100% Employee Paid per \$10,000 in coverage</b> |                     |                         |
|--|---------------------|-------------------------|
| <b>Age</b>   | <b>Smoker Rates</b> | <b>Non-Smoker Rates</b> |
| 20-29  | 0.51                | 0.39                    |
| 30-34  | 0.6                 | 0.43                    |
| 35-39  | 0.76                | 0.52                    |
| 40-44  | 1.01                | 0.66                    |
| 45-49  | 1.48                | 0.92                    |
| 50-54  | 2.55                | 1.51                    |
| 55-59  | 4.37                | 2.47                    |
| 60-64  | 5.95                | 3.25                    |
| 65-69  | 9.89                | 5.62                    |
| 70-74  | 23.47               | 14.84                   |
| 75-79  | 38.59               | 25.66                   |
| 80-84  | 58.07               | 41.15                   |

| <b>Retirees Under 65 - MC and NSGEU 100% Employee Paid per \$1000 in coverage</b> |                     |                         |
|---|---------------------|-------------------------|
| <b>Age</b>  | <b>Smoker Rates</b> | <b>Non-Smoker Rates</b> |
| 20-29   | 0.043               | 0.026                   |
| 30-34   | 0.054               | 0.032                   |
| 35-39   | 0.081               | 0.041                   |
| 40-44   | 0.117               | 0.066                   |
| 45-49   | 0.203               | 0.102                   |
| 50-54   | 0.311               | 0.176                   |
| 55-59   | 0.54                | 0.298                   |
| 60-64   | 0.825               | 0.465                   |
| 65-69   | 1.36                | 0.974                   |

*\*rates are effective April 1, 2021*

Appendix 2 Critical Illness NSCCAU only

| CRITICAL ILLNESS<br>RETIREE MONTHLY<br>RATES |   |         |             | SSQ Insurance |  |
|--|---|---------|-------------|---------------|--|
| \$2.205                                      | \$10,000 Minimum dependent child coverage |         |             |               |  |
| \$4.41                                       | \$20,000                                  |         |             |               |  |
| \$5.512                                      | \$25,000 Maximum                          |         |             |               |  |
|  | Male                                      |         | Female      |               |  |
| AGE  | Non-Smoking                               | Smoking | Non-Smoking | Smoking       |  |
| 15-19  | 0.74                                      | 0.87    | 0.63        | 0.69          |  |
| 20-24  | 0.74                                      | 0.87    | 0.63        | 0.69          |  |
| 25-29  | 1.08                                      | 1.30    | 1.13        | 1.34          |  |
| 30-34  | 1.21                                      | 1.54    | 1.43        | 1.93          |  |
| 35-39  | 1.39                                      | 1.99    | 1.76        | 2.77          |  |
| 40-44  | 1.99                                      | 3.34    | 2.41        | 4.51          |  |
| 45-49  | 3.55                                      | 7.09    | 3.45        | 7.28          |  |
| 50-54  | 5.74                                      | 13.30   | 4.53        | 10.08         |  |
| 55-59  | 9.30                                      | 23.44   | 6.24        | 13.63         |  |
| 60-64  | 15.97                                     | 39.80   | 8.88        | 17.72         |  |
| 65   | 17.55                                     | 43.79   | 9.77        | 19.57         |  |
| 66   | 19.31                                     | 48.17   | 10.75       | 21.52         |  |
| 67   | 21.26                                     | 53.00   | 11.83       | 23.66         |  |
| 68   | 23.38                                     | 58.28   | 13.02       | 26.02         |  |
| 69   | 25.70                                     | 64.11   | 14.32       | 28.62         |  |
| 70   | 27.99                                     | 68.97   | 15.60       | 31.16         |  |
| 71   | 30.29                                     | 73.78   | 16.90       | 33.69         |  |
| 72   | 32.57                                     | 78.61   | 18.18       | 36.23         |  |
| 73   | 35.84                                     | 85.65   | 20.11       | 40.02         |  |
| 74   | 39.11                                     | 92.71   | 22.01       | 43.79         |  |

\*rates are effective April 1, 2021