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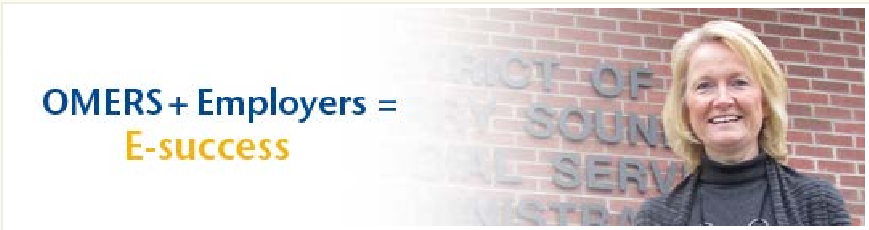

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Employer Checklist 2012

Towards the end of every year, OMERS prepares a checklist to help our employers get ready for the upcoming Form 119/e-Form 119 annual reporting season. The checklist is designed as a quick reference tool, and it includes important dates, tips and guidelines.

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OMERS Pension Inflation Increase 2.84% for 2012

OMERS has announced that as of January 2012, pensions will increase by 2.84%. This increase is based on the change in the cost of living as reported by Statistics Canada in the Canadian Consumer Price Index (CPI).

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AVC Transfer Window Opening Soon

The lump-sum transfer option to an Additional Voluntary Contributions (AVC) account becomes available again from **January 1 through to April 30, 2012**. Lump-sum fund transfers to an AVC account is an option available to all OMERS members, including active members, members with a deferred pension and retired members to the end of the year they turn age 70.

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OMERS + Employers = E-success

OMERS offers employers e-Form 119 training to help with their OMERS annual membership information reporting process. These workshops cover all aspects of e-access and e-Form 119 reporting – including e-Correspondence and the automated processes that make this important part of OMERS administration easier for employers.

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Admin Manual Helps with…Contributory Earnings

One of the most common questions to OMERS Client Services is contributory earnings. Compensation practices have changed significantly over time, with new allowances and perquisites added seemingly every year. So it's understandable if you, as an OMERS employer,

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Sign-up for Employer Administration Workshops

have ever asked yourself: "Should I include or exclude this type of pay?" The OMERS online Employer Administration Manual should be your first stop to find an answer.

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OMERS Policy on Incentive Pay

Incentive pay can seem difficult to administer. Find out about the two methods for reporting incentive pay for OMERS purposes - along with some rules for administering and capping this form of compensation.

Read More

OMERS Worldwide Opens Office in New York

Under the OMERS Worldwide banner, representatives from the OMERS enterprise opened our new office space in New York City on October 26. Our team of investment professionals works together under a coordinated global strategy…and a key part of that strategy is a commitment to having professionals on the ground where OMERS conducts business.

Read More

Knock-Knock…Opening the Door to OMERS Emails

Some employers have told us that they are not receiving our electronic communications. This could be caused by spam filters.

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You Asked Us…How Does Mandatory Retirement Legislation for Firefighters Affect the Pension?

The legislation governing mandatory retirement at age 71 does not impact OMERS membership rules; it is an employer relations matter. However, according to *Bill 181, Fire Protection and Prevention Amendment Act, 2011*, "mandatory retirement" applies to a firefighter if the firefighter is regularly performing "fire protection services."

Read More

Normal Retirement Age Conversion

Normal retirement age conversion affects a small group of OMERS police and firefighter members. To ensure these members have the information they need, OMERS has made improvements to the election package provided to members whose normal retirement age has changed from age 65 to age 60. We are also developing an online resource for these members, which will be available soon.

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Employer Newsletter

Employer Checklist 2012

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Use this checklist as you get ready for your 2011 e-Form 119 annual reporting and as a quick guide throughout the year. It includes important dates, tips and guidelines.

Online Tools at www.omers.com

This checklist is meant to be a quick reference tool – for detailed information, please refer to the OMERS *Employer Administration Manual*. The manual is updated every quarter and sometimes more frequently. Please check under "What's new" for important updates.

Please also take advantage of our other online tools:

- 2012 Contribution Tables
- 2012 Retirement Compensation Arrangement (RCA) Contribution Tables
- 2012 Pension Adjustment Tables and PA Calculator [coming January 2012]
- 2011 e-Form 119 reporting guidebook

NEW! e-access requires less down-time for updating and information reconciliation. Now, you will find it to be more accessible after hours and on weekends.

The Basics for 2012

New Contribution Rates Effective January 1, 2012

Contribution rates change in 2012, starting with **the first, full pay period** in 2012. The 2012 rates are as follows:

	Up to YMPE	Over YMPE
Normal retirement age 65	8.3%	12.8%
Normal retirement age 60	9.4%	13.9%
YMPE for 2012 = $50,100		

Contributions are calculated on earnings up to and above the YMPE (the year's maximum pensionable earnings limit for CPP contributions).

Maximum Registered Pension Plan (RPP) Earnings (for Contributions) for 2012 = $149,242.25

In 2012, contributions on earnings above this amount are paid to the OMERS Primary Pension Plan Retirement Compensation Arrangement (RCA).

5-year Average YMPE (2008-2012) = $47,360

This is used in calculating the OMERS bridge benefit, which is paid up to age 65, in addition to the lifetime pension for retired members.

2011 e-Form 119 Annual Reporting

Important dates:

January 3, 2012 – e-Form 119 becomes available

- The e-Form 119 reporting function is available for submitting 2011 membership information.

February 17, 2012 – deadline for OMERS to calculate PAs

- You can submit member data before this date without PAs; we will calculate them for you.
- Once the data is validated, you can extract the PAs and upload them to your system for completing T4 slips.
- After February 17, you must calculate and include PAs with your data.

March 31, 2012 – deadline to save on interest charges

- Reconcile your e-Form 119 data by this date and OMERS will not charge interest on any outstanding contribution balance owed. After this date, interest will be charged.

June 18, 2012 – deadline to submit membership data

- This is the last date for OMERS to receive 2011 membership data to ensure we are able to produce and deliver Pension Reports to members within the legislated deadline.

Tip: Report all member events (enrolments, leaves, terminations, retirements, deaths, etc.) to OMERS when they happen – throughout the year. This will make your annual e-Form 119 reporting easier and quicker.

What Must Be Completed Before Starting Your e-Form 119 Annual Reporting

1. Enrolments
2. Member information changes
3. Benefit claims
4. Disability elimination period reporting and elections
5. Leave period reporting and elections

1. Enrolments

e-Form 102 – Enrolling an OMERS member

Complete the enrolment process for all full-time and part-time employees whose participation in OMERS is mandatory. Enrolling members promptly will help to avoid omission periods.

You can submit an e-Form 102 without the member's beneficiary designation. If a beneficiary is not designated by the member, the beneficiary designation defaults to the member's estate. To update the beneficiary, submit an *e-Form 106 – Changing member information* or the member can submit a *Form 206 – Beneficiary information* [82 KB] on their own.

Note: e-*Form 102 – Enrolling an OMERS member* has had minor additions. If there is a difference between a member's hire date and enrolment date, OMERS will request the member's annual salary, percentage worked during that period, and home address. Please ensure that the information you provide is accurate, as OMERS will use it to provide a buy-back cost to the member.

School Boards

An employee eligible to contribute to the Ontario Teachers' Pension Plan cannot enrol in OMERS. All employees of school boards who hold teaching qualifications (e.g., teaching certificate, letter of permission) must join the Ontario Teachers' Pension Plan, even if the employee is in a non-teaching position.

Form 104 – Offer of OMERS membership – part-time employee

As part of your annual processes, be sure to offer membership to employees who are eligible for OMERS membership and whose participation is not mandatory. (See OMERS *Employer Administration Manual* for details of who is eligible under the *Pension Benefits Act*.)

- To offer membership, use Form 104 [83 KB] and the *Offer of OMERS Membership (part-time employees)* [5.27 MB] booklet.
- Be sure the employee returns the completed and signed Form 104.
- If the employee elects to join OMERS, complete the enrolment using e-Form 102. (If the employee completed and signed the beneficiary section on Form 104, please forward it to us as well.)
- The enrolment date is the later of the first date the employee becomes eligible, or the date the eligible employee elects to join OMERS.
- If the employee elects not to participate in OMERS, keep the completed and signed Form 104 for your records. (Form 104 should be kept permanently in your records.)

2. Member Information Changes

e-Form 106 – Changing member information

- Report changes in employment status (e.g., full-time to part-time).
- Report changes in member affiliation (i.e., union/ association). Use e-access/batch import to update this information for a group of employees.
- Report changes in beneficiary information.

3. Benefit Claims

e-Form 143 – Request for an OMERS plan benefit

Use the following guidelines when reporting member events on the e-Form 143.

Terminations

- Submit e-Form 143 when the member's payroll information is **final**, or after the member's final payroll run.

Retirements

- Submit e-Form 143 when the information is **final**. For salaried employees where the final figures are known, this can be up to 60 days in advance.
- Even if you don't have the final payroll figures until just before or after the member's retirement date and as long as there are no other issues with the file, we can process e-Form 143 and have the first pension payment in the member's account within seven business days – often earlier. For example, if a member retires on August 31 and you submit e-Form 143 on September 3, the member's first pension payment will be deposited by September 14 or earlier.

Pre-retirement Deaths

- Only submit e-Form 143 when you have final death information – i.e., after the member's final payroll run.

Disability Leaves

- Only submit e-Form 143 when you have final payroll information, after the member has decided whether or not to purchase the elimination period(s).

Termination Dates

- Employers may extend a member's termination date, for example, to use up vacation days. However, if the member starts to work for another OMERS employer before the termination date at their previous employer, they will not be able to combine their OMERS memberships. Make sure members are aware of this when discussing a termination date.

Member Addresses

- Be sure to provide up-to-date address information on the e-Form 143. We send the *Benefit application form* and any other communications to this address.

4. Disability Elimination Period Reporting and Elections

e-Form 164 – Disability elimination period

- Use this form to offer members the option to purchase disability elimination periods.
- The member may purchase all or part of the period at single contributions; the employer pays a matching amount.
- Submit e-Form 164 to OMERS only if the member elects not to purchase the period; keep a copy for your records.
- For 2011 elimination periods that were purchased, remit elimination period contributions with *e-Form 105 – Contribution remittance summary* and include them in the 2011 e-Form 119 reporting.
- e-Form 143 must take into consideration the member's disability elimination period election.

5. Leave Period Reporting and Elections

e-Form 165 – Leave period reporting/election

- Report any leave periods that occurred in 2011 before completing the 2011 e-Form 119.
- If you checked "undecided" on e-Form 165a and have since received the member's contributions, submit e-Form 165b with the election details before remitting the monies.

Employer Reports

In January, we will mail you the following reports:

- Members who will reach 35 years (420 months) of credited service. Contributions to OMERS for these members must stop and the PA and credited service will be zero for the period after 35 years, but contributory earnings must continue to be reported.
- Members who started or ended a disability benefit in 2011, or who applied for a disability benefit that has yet to be approved.
- Members who will reach age 69 or age 71. Effective March 1, 2009, contributions to OMERS must stop by November 30 of the year in which a member reaches age 71. Submit an e-Form 143 for the retirement of the member, and OMERS will begin paying the member's pension even if the member continues to work.

Reminder: On February 19, 2009, OMERS extended active membership from age 69 to age 71 with a five-year transition period.

The transition period rules apply to members who reach age 69 on or after March 1, 2009, but before March 1, 2014. An active OMERS member who reaches age 69 on or before February 28, 2014, may elect, despite ongoing employment, to start his/her OMERS pension on the first of any month up to the earlier of:

- December 1 of the year he/she reaches age 71, and
- March 1, 2014.

Security Reminder: Never Put a SIN in an Email

It's crucial that both OMERS and employers take measures to safeguard members' personal information. One way to do this is to have a policy of never putting a member's social insurance number (SIN) or any personal, financial, or sensitive information in an email text or an email attachment.

Always use e-Correspondence in e-access instead; it's safe, secure, and monitored by our staff.

Associated Employers

Each associated employer must certify that they continue to be eligible to participate in OMERS.

Associated employers must also certify that members reported on e-Form 119 are eligible to participate in OMERS; i.e., that they are eligible employees under the *OMERS Act, 2006* and fall within the class(es) of covered employees designated to participate.

We're here to help

OMERS Client Services is your first point of contact for OMERS administration and for the e-Form 119 process.

Hours: Monday to Friday, 8 a.m. to 5 p.m.
Phone: 416-369-2444 or 1-800-387-0813.

You can also access OMERS user-friendly online tools such as the *Employer Administration Manual*, e-access (e-Learning) and www.omers.com for additional information.

Employer Newsletter

OMERS Pension Inflation Increase 2.84% for 2012

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OMERS has announced that as of January 2012, pensions will increase by 2.84%. This increase is based on the change in the cost of living as reported by Statistics Canada in the Canadian Consumer Price Index (CPI).

Inflation protection is an important feature of OMERS pensions. Each January, OMERS pensions increase by the average increase in the Consumer Price Index (CPI), to a maximum of 6%.

New pensions receive pro-rated increases

- Pensions that started before January 2011 will receive the full increase of 2.84 % in 2012.
- Pensions that started in January 2011 to November 2011, inclusive will receive a pro-rated increase in 2012. For example, a pension that started in March 2011, would receive an increase of 2.13% (which is 9/12 of 2.84%).
- Pensions that started in December 2011 will not get an increase in 2012, but will get the full increase in January 2013.

The *Annual Statement of Pension* we send to retirees will show their updated pension amount for 2012.

How the annual increase is calculated

OMERS uses the same method as the Canada Pension Plan (CPP) to calculate its annual increase for pensions. CPP rounds the monthly averages to one decimal place and then calculates the increase. OMERS rounds only the final number to two decimal places.

OMERS determines the annual pension increase using the monthly average of the CPI for the 12-month period of November 2010 to October 2011. This is compared to the average for the same period the previous year. The percentage difference determines the increase for pensions, as follows:

CPI average 12 months (Nov 2010 to Oct 2011) – 1 x 100 = % pension
CPI average 12 months (Nov 2009 to Oct 2010)

119.35 – 1 x 100 = 2.84% (rounded to two decimal places)
116.05

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Employer Newsletter

AVC Transfer Window Opening Soon

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Let your OMERS members know that the lump-sum transfer option to an Additional Voluntary Contributions (AVC) account becomes available again from **January 1 through to April 30, 2012**.

Lump-sum fund transfers to an AVC account is an option available to all OMERS members, including active members, members with a deferred pension and retired members to the end of the year they turn age 70.

Members can transfer funds to an AVC account from registered retirement vehicles such as an RRSP, a locked-in retirement account (LIRA) or another registered pension plan. OMERS does not impose a minimum or maximum amount that can be transferred; however, transfers coming from another registered pension plan may be limited by the plan administrator, in accordance with transfer rules. Encourage your members to check prior to the transfer.

Auto-Contributions Available Year-Round

Any time during the year, active members also have the option to set up and modify pre-authorized debit payments into their AVC account every two weeks (minimum of $20) or monthly (minimum of $40).

AVC Information Sessions and Online Resources

In 2012, OMERS will include AVC information in our active and retired member information sessions. Encourage your members to check online in early January 2012 for upcoming dates and locations.

Members can also learn about AVCs by viewing our online resources, including three new video testimonials from members.

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OMERS + Employers = E-success

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Glenna Felsman, Human Resources Assistant

OMERS continually stresses the importance of our relationship with employer administrators across the province. Every year, this relationship culminates in the collection of member year-end information, which we use to produce members' Pension Reports.

We both share a common goal: ensuring that members' information is correctly maintained and reported. Towards that end, OMERS has e-access, our secure online administration tool, and the e-Form 119 online annual reporting process for member information. We appreciate that OMERS isn't the only responsibility our employers deal with, so these tools were designed to make OMERS administration easier, quicker and more efficient.

What brings OMERS, our employers and these electronic tools together is our employer workshops.

Training Is Key

The annual OMERS e-access and e-Form 119 workshops are designed for new employers, but some seasoned "vets" like to go again for a refresher. We take participants through all of e-access' features, including the e-Form 119 reporting process.

This year's e-access/e-Form 119 workshops have been a great success, with employers providing enthusiastic feedback on how these e-tools have helped them with their administration, and how the annual training cycle helps to prepare them for the OMERS annual reporting season.

"It was great," says Glenna Felsman, Human Resources Assistant, District of Parry Sound Social Services Administration Board, who attended the November 3 workshop in Sudbury. "We covered all aspects of e-access and the e-Form 119 process and how to use them.

"I like to go once a year for a refresher, but attending also gives me the opportunity to meet with other employer reps and to discuss each other's administration questions and issues."

e-Form 119 – Reporting Made Easier

We continue to hear from employers about e-access and e-Form 119 features that have made their OMERS administration easier and improved the service they provide to their members.

"I was administering OMERS before e-access, doing all our annual reporting manually, and sending information to OMERS by fax. So, I can appreciate the improvements in time, efficiency and security e-access and the e-Form 119 process bring," adds Glenna. "Using the e-Form 119 is so much easier than paper reporting. For instance, all our member information is available on e-access, and there are validations to ensure that everything you are reporting is correct and balances.

"The other feature we appreciate is that the e-Form 119 process will calculate your members' pension adjustments (PAs) for you if your information is reported before the end of February. So, we submit our 119 data to OMERS, OMERS calculates the PAs and then we do a membership data extract and download the PAs from e-access. We send these to our Payroll Department to prepare the T4s. It's a great time-saver."

e-Correspondence – Secure Communications

e-access isn't only convenient, it's secure. One of its key features is e-Correspondence – OMERS communications channel that enables employers to communicate member information to OMERS through a protected channel – unlike regular email.

"e-Correspondence is great for securely communicating member follow-ups, questions, etc. – anytime you need to include a member's personal information." Glenna says.

An added feature of e-Correspondence is that, as it is specific to employers, it ensures your questions are quickly addressed and answered, as opposed to a general mailbox, which can take time to sort through and ensure that messages get to the right person.

Working Together

As we communicated in the summer, we are continuing to strengthen our Client Services group. OMERS Client Services is now the first point of contact for OMERS administration and the e-Form 119 process.

When employers contact us, they are assisted by a knowledgeable and customer-focused representative who has instant access to OMERS systems and information. In addition, we have strengthened our employer service capability in Client Services, and employer calls are prioritized to our most experienced representatives.

"We no longer need to wait for our designated rep to be available," says Glenna. "While I will miss that relationship, I do feel that this is a good move, which will provide faster, more efficient service."

OMERS remains committed to our employers, with whom we share the responsibility of administering our members' pension information. With your help and feedback, we will continue to improve the administration tools we offer and the training we provide. e-access, e-Form 119 and the associated workshops are just a few examples of this.

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Admin Manual Helps with...Contributory Earnings

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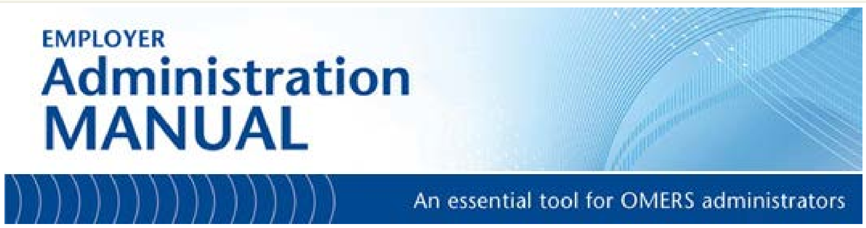

One of the most common questions to OMERS Client Services is contributory earnings. Compensation practices have changed significantly over time, with new types of allowances and perquisites added seemingly every year. So it's understandable if you, as an OMERS employer, have ever asked yourself: "Should I include or exclude this type of pay?"

The OMERS online *Employer Administration Manual* should be your first stop to find an answer. It will help if you're new to OMERS administration, or if new types of compensation have been introduced in your organization, or if you simply want to double-check that you're complying with the rules. The Manual covers all aspects of administration of the OMERS pension plans and is available 24/7.

A New Easy-to-Use Format

Section 3 of the Manual deals with contributory earnings and sub-section 3.1.1 describes various types of compensation. As of January 3, 2012, the content under 3.1.1 will have a new structure to help you find answers faster. The most common elements of contributory earnings will be listed alphabetically in a table and the adjacent columns will indicate if each common type should be included or excluded, followed by further explanation.

> **Caution!** Although the Manual covers many *common* compensation elements, our list cannot be exhaustive. You may have a unique type of pay in your organization or you may have unique terminology. We've added guidelines to the Manual to help you assess any type of compensation that doesn't appear in the list. However, we can't stress strongly enough: **If you're not sure if a type of compensation should be included or excluded, please call OMERS Client Services – we're here to help.**

It's extremely important to record contributory earnings accurately. If an element of compensation is included or excluded by mistake, a correction will have to be made, regardless of how many members it affects or how long it has occurred. Errors can have significant consequences, including but not limited to the following:

- inaccurate member records,
- inaccurate benefit calculations,
- inaccurate funding, and
- employer-employee relations issues.

Training Is Available

OMERS main goal is to pay pensions. And to ensure we pay pensions that have been calculated consistently and fairly, we need your help to maintain accurate data. As a result, we strongly encourage all employer administrators to attend our free Employer Administration Workshops.

In This Issue

You'll have an opportunity to discuss contributory earnings in depth, try exercises to test your knowledge, and get answers to any questions about the specific types of compensation in your organization.

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OMERS Policy on Incentive Pay

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What Is Incentive Pay?

"Incentive pay" refers to any payments issued under a plan or arrangement that provides lump-sum payments to employees based on a measurement of performance within a performance period. For OMERS purposes, incentive pay must be included in the calculation of an employee's contributory earnings if the payment forms an ongoing part of compensation that the employer reasonably expects will occur on a regular basis.

Reporting Methods

At its April 16, 2011 meeting, the OMERS Administration Corporation Board approved two methods for reporting incentive payments: (1) "year earned," and (2) "year paid." This decision allows employers who are using the "year paid" method to continue to do so.

The two methods are *exclusive* options. In other words, if your current policy is to report incentive pay in the year it is *earned* (similar to retroactive pay), that policy can continue. If your current policy is to report incentive pay in the year it is paid, the policy can continue. If an employer wishes to change their method from year earned to year paid or vice versa, written permission from OMERS would be required and the change could result in significant retroactive corrections of member records. Examples of the two methods will appear in sub-section 3.1.1 of the *Employer Administration Manual* on January 3, 2012.

Avoid "Doubling-Up" Payments

If you use the "year paid" method, you should be aware that certain incentive payments received on or after termination or retirement cannot be included in contributory earnings. For instance, if a member receives an incentive payment that applies to 2011 in March 2012, then terminates in June 2012, this payment is included in the contributory earnings for the termination year. However, if the member also receives an incentive in 2013 that applies to 2012, this cannot be included, as there is already an incentive payment included in the member's 2012 contributory earnings.

Cap on Incentive Pay

Effective January 1, 2011, an upper limit (a "cap") applies to the percentage of incentive pay that may be included in contributory earnings. This Plan amendment caps a member's annual earnings for pension purposes at 150% of contributory earnings calculated before incentive pay. Any incentive pay over the capped amount should not be used to determine contributions or to calculate a member's pension.

While this amendment relates to incentive payments, it does not affect the reporting method you use for incentive pay. However, the application of the cap for the period 2010–2011 requires special consideration. For instance, an employer pays an incentive payment in 2011, but the payment is in respect of 2010 performance:

- If the employer is using the "year earned" method, then the incentive relates to 2010 and

is not affected by the cap, which took effect on January 1, 2011.
- If the employer is using the "year paid" method, then the incentive would have to be included in 2011 earnings. Therefore, the employer would need to consider the incentive pay cap when calculating the amount of the incentive payment that would be eligible for inclusion in contributory earnings.

If you have any questions about reporting incentive pay, please contact Client Services.

Employer Newsletter

OMERS Worldwide Opens Office in New York

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Left to Right: Bill Aziz (OMERS AC Board member), Peter King (New York Congressman), Michael Nobrega (OMERS President and CEO), Ian Paisley Jr. (Member of the British Parliament), John Sabo (OMERS AC Board Chair), and David O'Brien (OMERS AC Board member)

OMERS has expanded its global reach through the official opening of an office in New York City.

The office at 320 Park Avenue has been established under the OMERS Worldwide brand, and will include a 30-member team of investment professionals specializing in real estate, infrastructure, private equity and capital markets.

The new office marks a significant expansion of both OMERS Worldwide's New York office space and its investment team, which started with seven employees in 2009. This move is in line with direction from the OMERS Board that an expanded presence in New York is essential to access key private market investments in the U.S.

"This office will advance our strategic growth plans across all asset classes," said Michael Nobrega, OMERS President and CEO. "The opening of this office underscores our commitment to expand in those regions where we invest and where we have developed strategic relationships."

OMERS has $10 billion invested in the United States, in both public and private markets, as well as holdings in U.S. public companies.

The New York office is the second office opened under the OMERS Worldwide banner outside of Canada, following the launch of a London U.K. office in 2008. OMERS Worldwide offices are also located in Toronto and Calgary.

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Knock-Knock...Opening the Door to OMERS Emails

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Some employers have told us that they are not receiving our electronic communications – such as this *e-Employer News* and our e-alerts. This could be caused by spam filters – electronic inhibitors that help to prevent the delivery of unwanted and unsolicited email ("spam").

OMERS currently sends employers electronic news and alerts from several addresses that end in **@omers.com**.

If you have not been receiving some or all of our previous communications, please ensure that any email address ending in **@omers.com** is listed as an acceptable source in your email application. If you continue to experience problems, please contact your IT department or a local IT technician.

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Employer Newsletter

You Asked Us...How Does Mandatory Retirement Legislation for Firefighters Affect the Pension?

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The legislation governing mandatory retirement at age 71 for firefighters does not impact OMERS membership rules; it is an employer relations matter.

From our perspective, a member can continue to work and accrue service past their normal retirement date in the OMERS Plan. The OMERS Plan does not require a member to stop working – even when they reach age 71; however, they do have to begin to collect a pension no later than that age to comply with the federal *Income Tax Act*.

OMERS cannot provide advice about whether a firefighter is covered by the mandatory retirement rule; it is a matter for the employer to decide.

For OMERS purposes, a firefighter enrolled in the OMERS Plan could have a normal retirement age of 60 or 65 – this is set as part of the employer's participation bylaw. Generally, all staff firefighters performing "fire protection services," which include fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services, would have a normal retirement age of 60.

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Employer Newsletter

Normal Retirement Age Conversion

Employer News 56 - December 2011 Previous Article

Normal age retirement conversion affects a small group of OMERS police and firefighter members. A police or firefighter member's normal retirement age can change when the member moves to another OMERS employer or changes their occupation within an OMERS employer or if the member's employer passes a bylaw or resolution to change the normal retirement age for a class of employee.

To ensure these members have the information they need:

- A new online resource will soon be available; and
- Improvements have been made to election package provided to members whose normal retirement age has changed from age 65 to age 60.

New Online Resource for Members

There is a new Normal Retirement Age addition to the "Members" section. It includes:

- The basics, for example, how normal retirement age affects the earliest age a member can retire.
- Normal retirement age conversion from age 65 to age 60 and vice versa.
- Detailed information on buying the service adjustment related to normal retirement age conversion from age 65 to age 60, including information on the cost and case studies.

Reminder: OMERS online ***Employer Administration Manual*** is where you'll find the employer-focused information on normal retirement age. The new online resource is for OMERS members.

Enhanced Election Package

The election package provides a member with details about the service adjustment related to the normal retirement age conversion from age 65 to age 60, the cost to buy the service adjustment, and an election form. OMERS automatically provides an election package when a member's normal retirement age changes from age 65 to age 60. Members can also request an updated election package by contacting OMERS Client Services.

The enhanced election package has more information to help members make an informed decision.

IMPORTANT!

Our computer system used for normal retirement age conversions is being upgraded early in 2012. During the period from January 1 to June 30, 2012, we will not be able to produce the package detailing the service adjustment, the cost to buy the service adjustment and the election form.

Please note the following:

- Packages will be produced and sent to members as soon as the system is available.
- For new normal retirement age conversions reported to OMERS between January 1 and June 30, 2012, the cost to buy the service adjustment will be determined as at the **date of conversion**.

- For members who have already received a normal retirement age conversion cost in the past and request an updated cost, the cost to buy the service adjustment will be determined as at the **date we receive the request**.
- In both cases above, OMERS will guarantee the cost for 6 months following the date the conversion cost package is prepared.

Examples:

- If your date of conversion is February 1, 2012 and your conversion cost package is produced on June 30, 2012, your conversion cost will be determined as at February 1, 2012 and will be guaranteed until December 31, 2012.
- If you have already received a normal retirement age conversion cost in the past and you request an updated cost on February 1, 2012 and your conversion cost package is produced on June 30, 2012, your conversion cost will be determined as at February 1, 2012 and will be guaranteed until December 31, 2012.