

**2023/2024 Ontario Teachers' Pension Plan Information**  
**AQ, IB, PQP Adjuncts and Special Project Contracts**  
**Faculty of Education - University of Windsor**

As a Designated Employer, a **qualified teacher** employed at the Faculty of Education after September 1, 2004, must commence mandatory participation in the OTPP Plan effective with the date of employment unless they are employed in full time teaching for another participating employer – OR – in receipt of a monthly OTPP pension (see Retiree sheet).

**Employees with one of the following are considered qualified and must contribute to the plan:**

- Certificate of Qualification issued by the Ontario College of Teachers ***whether Active, Inactive or Suspended*** (including interim and/or transitional certificate). Replaces the Ministry of Education's Ontario Teacher's Certificate (OTC) Ontario Qualification Record Card and Letters of Standing.
- Letter of Permission obtained by their employer from the Ministry of Education. Participation is effective only during the period identified on the letter.

**Non Eligible Qualifications**

- Letter of Eligibility – not eligible to contribute to the plan. Membership commences once an Interim Certificate of Qualification is received, effective from the date of the certificate.
- Out of Province certifications – not eligible to contribute to the plan. Membership commences upon certification within the province of Ontario.

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**Service Credit Period** ➤ September 1<sup>st</sup> to August 31<sup>st</sup> of each year = 260 days per the OTPP provisions

**2023 Contribution Formula** ➤ Contribution rates are based on the Year's Maximum Pension Earnings (YMPE) as determined by Service Canada. Contributions to the plan are based on the following two-step formula:

$$A = 10.40\% \times \text{pensionable earnings up to } \$66,600 \text{ and } B = 12.00\% \times \text{pensionable earnings above } \$66,600$$
$$A + B = \text{member contributions (Employer matches member contributions)}$$

**Current Pensionable Earnings Formula** ➤ AQ, IB, PQP, Adjunct and Special Project Contract stipend amount(s)

**Current Service Credit Formula** ➤ For purposes of assigning OTPP service credit days only:

Stipend earnings divided by **\$46.80 July 1, 2022 to June 30, 2023 (\$47.28 July 1, 2023 to June 30, 2024)** represents contract hours. Contract hours are divided by 5.5 hours/day OTPP proxy.

*Examples:*

- \$250 Base Stipend Amount / \$47.28 / 5.5 hours = 0.96 service credit days
- \$1,050 Stipend Amount / \$47.28 / 5.5 hours = 4.04 service credit days
- \$3,500 Stipend Amount / \$47.28 / 5.5 hours = 13.46 service credit days
- \$6,000 Stipend Amount / \$47.28 / 5.5 hours = 23.07 service credit days

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**Steps for pension membership enrolment (if eligible):**

➤ **If qualified and not currently a member of the Ontario Teachers' Pension Plan**

1. Complete the Faculty of Education Pension Plan Eligibility Form (included with all Faculty of Education appointment letters), identify in question '5' that you have not previously been enrolled in the OTPP. HR will send the required information to OTPP for your enrolment.
2. Complete the iAccess Web Registration Form (0143e) (if not currently registered).
3. Attach a copy of your birth certificate.
4. Return all of the above to Ms. Valerie Newell, Room 3300, Faculty of Education *without delay to avoid having to make retroactive contributions.*

➤ **If qualified and currently a member of the Ontario Teachers' Pension Plan**

1. To avoid automatic enrolment, written direction of exemption must be identified on your Faculty of Education Pension Plan Eligibility Form (included with all Faculty of Education appointment letters)
2. Complete the Information Update Form (0146) (if your information has changed)
3. Complete the iAccess Web Registration Form (0143e) (if not currently registered)
4. Return all of the above to Ms. Valerie Newell, Room 3300, Faculty of Education *without delay to avoid having to make retroactive contributions.*

**Questions?** Contact the Executive Director, Pensions, Benefits & HRIS at 253-3000 ext. 2014 for assistance. 03172023