



# SHEPP

SASKATCHEWAN HEALTHCARE  
EMPLOYEES' PENSION PLAN

*Participating Employer Newsletter*



*April 2013*



## Notice of Terminations

A completed SHEPP *Notice of Termination* needs to be submitted every time a SHEPP Plan member terminates, retires or dies. SHEPP uses the information provided to calculate the pension benefit due and payable from the Plan. Therefore, it is critical that all information provided is accurate and complete as the Plan runs the risk of paying a pension benefit incorrectly if the information is incorrect.

On that basis, all *Notice of Terminations* must be 100% complete and accurate to be accepted by SHEPP. If any information is inconsistent with our current data the form will be rejected and sent back to you for resubmission.

SHEPP issued a *Notice of Termination Directive* in 2012 which provides a number of detailed examples on how the forms should be completed. We strongly encourage you to review the directive periodically to ensure your *Notices* are being completed accurately. If the correct information is provided to SHEPP initially, we can ensure the termination/retirement/death benefits are paid to your former employees in a timely fashion.

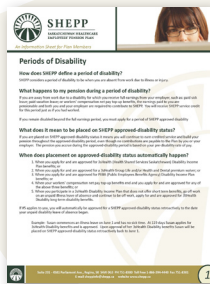
## New Disability Information Sheet

SHEPP has created a *Disability Information Sheet* which explains what happens to a member's pension during an unpaid approved illness leave of absence. The information sheet answers questions such as:

- What happens to my pension during a period of disability?
- What does it mean to be placed on SHEPP approved-disability status?
- When does placement on approved-disability status automatically happen?
- Are there any special circumstances where it is necessary to apply directly to SHEPP for approved-disability status?

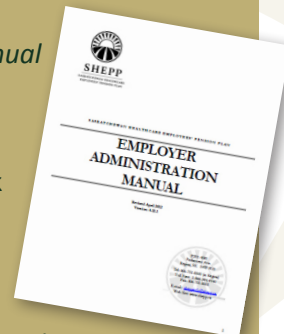
As of January 2013 SHEPP automatically mails the *Disability Information Sheet* to every SHEPP member who has applied for or is approved for 3sHealth Disability Benefits or a 3sHealth Waiver of Premium.

SHEPP has also created an *Important Notice about your Pension Plan during a Leave of Absence (LOA)*. The *Notice* is a summarized version of the *Disability Information Sheet* and specifically outlines the options available to those employees who do not qualify for SHEPP approved-disability status or whose approved claim period has ended. Beginning May 2013, the 3sHealth Disability department will send the *Notice* to employees when their 3sHealth claim closes or is denied.



## Updated Employer Administration Manual

The *Employer Administration Manual* has been updated and made more user-friendly. Now you can simply click on a topic in the "Table of Contents" and you will automatically be directed to the relevant section within the manual.



For more information regarding procedure please contact:

Gary Davidson  
Employer Services Officer  
E-mail: [gdavidson@shepp.ca](mailto:g davidson@shepp.ca)  
Phone: 306.751.8334

## Member Presentations

Do you have a group of employees who are close to retiring or a group of new employees who have just enrolled in SHEPP? We can make a presentation to your employees explaining all of the benefits they receive as members of the Plan. During this informative presentation we will also show them how to calculate their pension and determine when they are eligible to retire, as well as answer other pension questions they may have.

To schedule a presentation please contact:

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Corporate Services Officer  
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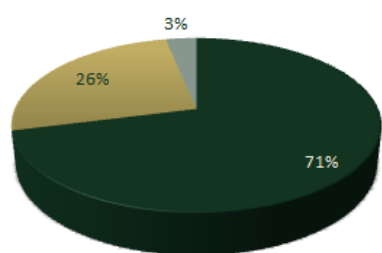
## SHEPP Serves 49,283 Members

We are proud to serve:

- **35,013 active members** including members absent from employment due to approved disability
- **12,691 retired members**, surviving spouses and beneficiaries
- **1,579 deferred members**, or former members who left their funds in SHEPP to collect a pension at retirement

### SHEPP Members

■ Active ■ Retired ■ Deferred



## Fast-track Enrolments

Plan enrolment may be completed immediately – submitted either online or by paper – without a signature for those employees for whom enrolment in SHEPP is mandatory (i.e. permanent full-time or permanent part-time). A signed enrolment form is only required

for those members for whom enrolment is optional (i.e. temporary or casual).



## Include Hours with Credits



When taking a payroll credit or remitting a shortfall during the remittance process please remember to include the associated hours whenever possible. SHEPP's pension software only recognizes contributions with associated hours. Any contributions you remit without the hours attached are not posted and require manual entry.

## Contribution Rate Increase in 2014

The primary objective of the Board of Trustees is to secure members' benefits. The Board of Trustees carefully monitors the Plan's funded status and, if and when necessary, makes adjustments to achieve this objective.

Such an adjustment has been planned for next year as a result of concerns over the 2011 investment performance of the Fund. Last year the Board of Trustees commissioned the Plan Actuary to perform an actuarial assessment to determine the extent to which the Plan was able to withstand the 2011 investment under-performance, and would be able to withstand similar under-performance over the next four years. Based on the results of the assessment, the Plan Actuary recommended to the Board of Trustees that member and employer contribution rates be increased by a combined 1% of payroll. In accordance with the terms of the SHEPP Trust Agreement, the Board of Trustees approved the recommendation and increased the combined contribution rate to 18.3% of payroll effective January 2014. This is a temporary increase for the specific purpose of mitigating the 2011 under-performance and adding extra protection against potential adverse experiences in the near future. The new contribution rates, effective the first pay period of the 2014 payroll year, are set out in the following table:



Contribution Rate	Active Members		Participating Employers	
	Present Rate	New Rate Effective First Pay Period in 2014	Present Rate	New Rate Effective First Pay Period in 2014
Pensionable Earnings up to the YMPE	7.7%	8.1%	8.62%	9.07%
Pensionable Earnings up to the YMPE	10.0%	10.7%	11.2%	11.98%

YMPE is the Year's Maximum Pensionable Earnings under the Canada Pension Plan. The 2013 YMPE is \$51,100.

