



# Offer of OMERS membership

**To the employee:**

You have the option to enrol in and contribute to the OMERS Primary Pension Plan (OMERS Plan). Use this form to confirm your decision to join the OMERS Plan or not. Joining the OMERS Plan also means joining the OMERS Retirement Compensation Arrangement (RCA) for the OMERS Plan (as applicable).

**Return the completed form as soon as possible to your employer.**

**To the employer:**

Use this form to offer OMERS membership to a non-full-time [referred to as other-than-continuous-full-time (OTCFT) in the OMERS Plan text] employee who is eligible for enrolment but for whom membership is voluntary. More information about full-time and non-full-time employees appears on the next page.

If the employee elects to join OMERS, complete an *e-Form 102 - Enrolling a member*.

Providing OMERS with your personal information is considered consent for its use and disclosure for the purposes set out in our Privacy Statement, as amended from time to time. You can find out more about our collection, use, disclosure and retention of personal information by reviewing our Privacy Statement at [www.omers.com](http://www.omers.com).

**Please keep a copy of this completed form indefinitely.**

**SECTION 1 - EMPLOYEE AUTHORIZATION & ELECTION**

Employee Number (if known)			Date of Birth (m/d/y)		
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Other:	First Name	Middle Name	Last Name		
Employee's Email Address					

Do you wish to enrol in the OMERS Plan at this time? Select one option only and sign and date below:

Yes

I confirm that:

- I have been given information about the OMERS Plan.
- I choose to become a member of the OMERS Plan.
- I understand that my decision is final and irrevocable.

No

I confirm that:

- I understand that I am eligible to become a member of the OMERS Plan.
- I have been given information about the OMERS Plan.
- I choose not to become a member of the OMERS Plan.
- I understand that, should I wish to apply to join the OMERS Plan at a future date, it is my responsibility to contact my OMERS employer for this purpose.
- I understand that if I apply to join the OMERS Plan at a future date, my enrolment will take effect in my OMERS employer's next available pay period after my OMERS employer receives my election. This date can be no later than the end of the month following the month in which the election is received.

Employee's Signature \_\_\_\_\_

Date (m/d/y) \_\_\_\_\_

**SECTION 2 - EMPLOYER INFORMATION - TO BE COMPLETED BY THE EMPLOYER**

Name of Employer		Group Number
Contact Name	Title	
Employer's Signature _____		Date (m/d/y)

Date employee is eligible to enrol

Date (m/d/y)

## SECTION 3 - DEFINITIONS

**Non-full-time [referred to as Other-than-continuous full-time (OTCFT) in the OMERS Plan text]:** Non-full-time members may include short-term, casual, temporary, seasonal, part-time, 10-month, or certain contract employees.

OMERS membership for non-full-time employees may be voluntary. If voluntary, an employer must offer OMERS membership to a non-full-time employee the first time the employee meets the eligibility requirements.

Non-full-time enrolment in the OMERS Plan generally takes effect in the employer's next available pay period after an employee's election is received. This date can be no later than the end of the month following the month in which the election is received.

### **Mandatory membership**

OMERS membership for all (or any) class of non-full-time employees may be mandatory if stated in the employer's participation by-law or resolution. In that case, non-full-time employees must enrol in OMERS as a condition of employment on the date of hire.

If the employer's participation by-law or resolution is amended to make OMERS membership mandatory, all new eligible non-full-time employees must be enrolled when hired, as a condition of employment. Existing non-full-time employees must be offered the opportunity to enrol on a voluntary basis.

### **Continuous full-time employees**

For OMERS purposes, continuous full-time employees are those who:

- regularly work 12 months in every year; and,
- belongs to a class of employees who regularly works the employer's normal full-time work week, provided the regular employment hours are no less than 32 hours per week.

OMERS membership for continuous full-time employees is mandatory; they must enrol in OMERS immediately when they are hired.