



Offer of OMERS membership – part-time employee

To the employer:

Use this form to offer OMERS membership to a part-time employee who is eligible for enrolment but for whom membership is voluntary. (More information about full- and part-time employees follows on the next page.)

Please give the employee a copy of the *Offer of OMERS Membership (part-time employees)* booklet with this form.

If the employee elects to join OMERS, complete an *e-Form 102 – Enrolling a member*. The date of enrolment is the later of:

- the first date the employee becomes eligible; or
- the date the employee elects to join the OMERS Plan.

To confirm the employee's beneficiary designation, fax the Form 104 to OMERS within 24 hours of submitting the e-Form 102.

- If the employee elects not to join OMERS, keep a copy of this completed and signed form for your records.

To the employee:

As of the date shown in section 1, you have the option to enrol in and contribute to the OMERS Plan. Use this form to confirm your decision to join OMERS or not. **Return the completed form as soon as possible to your employer.** Included with this form is a copy of the *Offer of OMERS Membership (part-time employees)* booklet.

If you were previously enrolled in OMERS with a normal retirement age of 60, and you are now voluntarily enrolling with a normal retirement age of 65, please contact OMERS.

Personal information is collected for pension administration purposes by OMERS under the authority of Section 35 of the *OMERS Act, 2006*. OMERS does not share your personal information with any other person other than for purposes of pension plan administration, and, by providing personal information, you consent to its use for those purposes. The collection, use, retention and destruction of personal information are subject to our Privacy Policy at www.omers.com. Any questions regarding the collection of personal information should be directed to OMERS Client Services at 1-800-387-0813.

Section 1 is to be completed by the employer

1. EMPLOYEE/EMPLOYER INFORMATION

Employee number (if known)		Social insurance number		Birthdate (m/d/y)	
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Employee's last name		First name		Middle name
<input type="checkbox"/> Other:					
Date employee is first eligible to enrol			Date (m/d/y)		
Name of employer				Group number	
Contact name (please print)			Title		
Signature of authorized signing officer			Date (m/d/y)		

Section 2 is to be completed by the employee

2. EMPLOYEE ELECTION

Do you wish to enrol in the OMERS pension plan at this time?

- Yes.** Please complete Section 3.
- No.** Please complete Section 4.

To the employee: Complete this section if you chose "Yes" in Section 2

3. BENEFICIARY DESIGNATION

Survivor benefits are a key feature of the OMERS pension plan. Your eligible spouse and/or eligible dependent children are first in line to receive any benefits payable. The next in line in the OMERS order of entitlement, is your beneficiary(ies), and then your estate.

You may designate a person, institution or your estate as your Primary Plan beneficiary for this membership. You may name more than one beneficiary (attach and sign a separate page if necessary). Please specify the percentage you would like each to receive, or OMERS will split the refund equally. If one of the beneficiaries is deceased, their share would be divided equally among the remaining beneficiaries.

Group number (if faxing)	OMERS membership or social insurance number (if faxing)
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3. BENEFICIARY DESIGNATION (cont'd)

Beneficiary (first, middle, and last name, or institution) – Please print	Relationship to you	% of benefit
Total:		100%

- Notes:**
- Your beneficiary is only entitled to a death refund if you have no eligible spouse and/or eligible dependent children.
 - Your beneficiary designation applies to benefits payable under the Primary Plan's Registered Pension Plan (RPP) and the Retirement Compensation Arrangement (RCA).

Employee's signature	Date (m/d/y)
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To the employee: Complete this section if you chose "No" in Section 2

4. EMPLOYEE WAIVER OF MEMBERSHIP OFFER

I confirm that:

- I understand that I am eligible to become a member of the OMERS pension plan.
- I have been given information about the OMERS Plan.
- I choose not to become a member of the OMERS pension plan.
- I understand that if I apply to join OMERS at a later date, I must again meet the eligibility requirements before I can enrol. My OMERS membership would be effective from the date I elect to join the plan.

Employee's signature	Date (m/d/y)
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DEFINITIONS

Part-time employees

Part-time employees may include short-term, casual, temporary, seasonal, student, part-time, 10-month or contract employees. (Part-time may also be referred to as other-than-continuous full-time or OTCFT.)

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

Part-time employees are eligible if, during each of the two immediately preceding calendar years:

- they worked at least 700 hours (including overtime) with any OMERS participating employer; or
- they earned at least 35% of the YMPE, including overtime and vacation pay, with any OMERS participating employer.

The criteria can be met through employment with one or more OMERS participating employer during the two-year eligibility period.

Compulsory membership

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

If the employer's participation bylaw or resolution is amended to make OMERS membership compulsory, all new eligible part-time employees must be enrolled when hired, as a condition of employment. Existing part-time employees must be offered a choice.

Continuous full-time employees

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

- regularly work 12 months in every year; and
- belong to a class of employees for which regular employment hours are no less than 32 hours per week.

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