

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Human Resources
POLICY	4405 – Credited Service

Objective To establish how the Legislative Assembly credits the employment history of employees and how credited service applies to vacation entitlement and retirement allowance.

Application This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions

“adjusted start date” means the date used for the purpose of calculating vacation entitlement and retirement allowance, which includes applicable credited service time and is recorded at time of hire, when an employee is appointed to a regular position, or when an auxiliary employee becomes a qualifying auxiliary employee;

“auxiliary employee” means an employee appointed to a full-time or part-time position with a defined end date to employment;

“contributory service” means service calculated based on the number of months contributing to the Public Service Pension Plan administered by the B.C. Pension Corporation and is reported on the employee’s pension statement;

“credited service” means service earned with the Legislative Assembly or an eligible employer;

“qualifying auxiliary employee” means an auxiliary employee who is eligible for vacation entitlement and retirement allowance;

“regular employee” means an employee appointed to a regular full-time or part-time position with no defined end date to employment;

“service” means the length of continuous time worked;

“start date” means an employee’s first day of work with the Legislative Assembly.

1. General .01 The Legislative Assembly credits the service of an employee who has previously worked for an employer who contributes to the Public Service Pension Plan. This credited service determines an employee’s

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adjusted start date. An employee's start date or adjusted start date is used to calculate:

- a) an employee's annual vacation entitlement outlined in *Policy 4315 – Vacation*; and
- b) an employee's retirement allowance outlined in *Policy 4350 – Retirement Allowance*.

.02 Human Resources is responsible for:

- a) confirming eligibility for credited service for an employee;
- b) calculating and maintaining an accurate record of credited service for an employee; and
- c) adjusting service-based entitlements in line with an employee's credited service.

2. Start Date and Adjusted Start Date

.01 A regular employee with no previous service with an employer who contributes to the Public Service Pension Plan begins their employment with no credited service. The employee begins to earn credited service upon their start date.

.02 A regular employee who joins the Legislative Assembly from an employer who contributes to the Public Service Pension Plan immediately preceding their employment at the Legislative Assembly (i.e., without a gap in employment of 30 calendar days or more) is credited for their previous service. An adjusted start date is assigned based on their contributory service as stated on their pension statement.

.03 Credited service is not affected by:

- a) any paid leave as outlined in *Policy 4330 – Leaves*;
- b) any paid leave as outlined in *Policy 4315 – Vacation*;
- c) any Short-Term Illness and Injury Plan (STIIP) or Long-Term Disability leave;
- d) any leave of 30 calendar days or less; or
- e) any approved unpaid leave of 30 calendar days or more that is provided for in the *Employment Standards Act* (R.S.B.C. 1996, c. 113) (e.g., maternity and parental leave, compassionate care leave).

.04 A regular employee taking a leave of 30 calendar days or more that is not provided in section 2.03 will have their adjusted start date

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changed to reflect the break in service. Human Resources will communicate the change to the impacted employee in writing.

- 3. Auxiliary Employee**
- .01 An auxiliary employee who works 1,827 hours in 33 consecutive pay periods becomes a qualifying auxiliary employee. In subsequent years, a qualifying auxiliary employee must work a minimum of 1,200 hours in 26 consecutive pay periods to maintain their qualifying status. Human Resources will communicate any status change to the employee in writing.
 - .02 An auxiliary employee appointed to a regular position or when an auxiliary employee meets the hours required to become a qualifying auxiliary employee, without a break in service of 30 calendar days or more, will have their service credited prorated based on their average straight time hours (i.e., non-overtime hours) worked over the previous 24 months.

In addition, if the employee joined the Legislative Assembly from an employer who contributes to the Public Service Pension Plan immediately preceding their employment at the Legislative Assembly, their contributory service predating their employment at the Legislative Assembly will also be credited.

- 4. Return to Employment**
- .01 For an individual hired by the Legislative Assembly who is in receipt of Public Service Pension Plan benefits, prior credited service is not recognized.
 - .02 For an individual re-hired by the Legislative Assembly after the termination of an employment relationship with the Legislative Assembly, prior credited service is not recognized, unless the break in service has been less than 6 months or the individual is returning to the Legislative Assembly after working for an employer who contributes to the Public Service Pension Plan.

Contact Questions regarding this policy may be directed to Human Resources at human.resources@leg.bc.ca.

References

- Policy 4315 – Vacation*
- Policy 4330 – Leaves*
- Policy 4350 – Retirement Allowance*

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Kate Ryan-Lloyd

May 27, 2024

Approved and authorized by
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

Date

POLICY HISTORY

Version 1	March 14, 2018
Version 2	May 27, 2024