

**MUNICIPAL EMPLOYEES PENSION PLAN  
APPLICATION FOR BUYBACK OF PRIOR NON-PENSIONABLE EMPLOYMENT (PNE)**

- Purchasing Prior Non-Pensionable Employment will result in an increase of pension benefits.
- Purchasing Prior Non-Pensionable Employment **will not** result in a change to the 'Rule of 80' date.
- Any approved period of service with a participating municipality that can be proven and for which a member does not already have pensionable service under another plan or arrangement is eligible.
- Service must be continuous.
- Terminated or retired employees are not eligible to buy back prior non-pensionable service.
- After May 31, 2010, there can be no breaks in service greater than 54 consecutive weeks. Any period of service before a break greater than 54 consecutive weeks is not eligible for buyback.
- Service may be paid for by a personal cheque, transfer of funds from an RRSP/LIRA or transfer of severance pay.
- By submitting this application, there is **no** obligation to purchase the service.

Employee's Name \_\_\_\_\_ Day time phone: \_\_\_\_\_

1. Type of service:  Full Time     Part Time     Seasonal     Casual

2. Details (select one):

- Probation Period                       Maternity/ Parental leave                       Strike or Lock-out  
 Unpaid medical leave                       Casual, part-time, term position or seasonal prior to Plan entry

Other (details required): \_\_\_\_\_

3. Date(s) of Prior Non-Pensionable Service

From	To	Name of Employer
_____	_____	_____
_____	_____	_____

4. Complete this section **only** if service was part-time, seasonal or casual. Do not complete for full-time service.

Year	Service Eligible to be purchased (Number of hours. Do not include overtime)	Year	Service Eligible to be purchased (Number of hours. Do not include overtime)
_____	_____	_____	_____
_____	_____	_____	_____

I understand that MEBP will send me information in regard to the cost of the buyback after the information on this application has been verified by my employer(s).

Date: \_\_\_\_\_ Member's Signature: \_\_\_\_\_

**To Be Completed By Employer:**

Employer Number \_\_\_\_\_ Employer Name \_\_\_\_\_

Earnings Rate (as the date of this application) \$ \_\_\_\_\_  hourly  weekly  bi-weekly  monthly  annual  
 Base Hours \_\_\_\_\_

Date: \_\_\_\_\_ Authorized Officer's Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Name of Authorized Person: \_\_\_\_\_

Form Completion (Form #31)

**APPLICATION FOR BUYBACK OF PRIOR NON-PENSIONABLE EMPLOYMENT**

1. Type of service: select one (full time, part time, casual or seasonal)
2. Details: select one. If “other”, details are required.
3. Indicate the period of service that the member believes is eligible for purchase.

4. Do not complete this area if the member is buying back full time service.

If service was not full time, provide the number of hours worked for each year.

In the case of a buyback of service when the member was not actually at work (ie. maternity leave or medical leave), provide the number of hours that they would have worked had they not been on leave.

Do not include overtime hours.

The employee must date and sign the form.

**Employer Portion**

The employer must provide MEBP with the member’s salary and base hours at the date of the application.

The form must be signed by an authorized individual who has verified that the information on the form is accurate.

The form may be faxed or mailed to MEBP. If the form is faxed, it is not necessary to send a copy in the mail.

**The Process**

Once the information on the application has been verified, MEBP will be in direct contact with the applicant regarding the cost to purchase prior non-pensionable employment.

MEBP will provide the applicant with an estimate of the impact that the buyback will have on their pension upon retirement.

If you have any questions or require assistance completing this form, contact:  
**MEBP Administration Office at (204) 926-7979 or Toll Free No. 1-800-432-1908**