



## Administrative Procedure 5110

### *Professional Staff – Group RRSP*

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**Board Governance Policy Cross Reference:** [1](#), [15](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[BTA Collective Agreement](#)

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**Date Adopted:** March 2007

**Amended:** December 2017

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The Brandon School Division shall provide payroll administration of a Group Registered Retirement Savings Plan (GRRSP) selected and approved by the Brandon Teachers' Association. Said GRRSP shall be made available on a voluntary participation basis to all employees of the Division in accordance with the administrative procedures established from time to time.

The payroll administration of a Group Registered Retirement Savings Plan (GRRSP) shall be provided in accordance with the following guidelines:

- The Brandon Teachers' Association shall select and approve a firm, herein referred to as the Plan Administrator, to provide, promote and administer the GRRSP. The Plan Administrator shall provide assistance and consultation to individual employees in making application for participation in the Plan. The Plan Administrator shall provide all required documentation for applicants and for status reporting to participants.
- The Division shall obtain the required authorization from Revenue Canada to reduce the participating employees' pay that is subject to tax by the amount of contributions withheld, subject to the provision of the Income Tax Act.
- The Plan Administrator shall provide the Payroll Department with a list of participants and amounts to be deducted.
- The Division shall not be responsible for determining that the total amounts to be deducted from RRSP contributions are within the maximum contributions allowable by Revenue Canada.

- The Division shall deduct the amounts from the applicable employee as directed and remit the total deducted to the Plan Administrator. The deductions shall be in equal amounts from each pay cheque until changes or cancellations are initiated in writing by the employee. All costs of the GRRSP shall be borne by the participating employees.
- Open enrollment opportunities for applications shall be as determined by the Secretary-Treasurer.