



# Eligibility for the York University Pension Plan

PENSION & BENEFITS

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YORK 

# Full Time Permanent Employee

- 24 hours or more per week
- Mandatory Enrollment
- Excluded Affiliations – Research Assistant/Associate, Post Doc, Post- Doc Visitor
- Depends on your offer – YUFA or OHFA True Visitor (less than 24 months)

# Full Time Contract Employees

- 24 hours or more per week
- Contract length greater than one year, optional enrollment
- Contract extends beyond one year with no more than a four months break between contracts, optional on the first of the month following one year date
- Mandatory Enrollment at two years (24 months) of employment
- Excluded Affiliations – Research Assistant/Associate, Post Doc, Post- Doc Visitor
- Depends on your offer – YUFA or OHFA True Visitor (less than 24 months)

# Part Time Employees

- Less than 24 hours per week
- Qualification is required based on earnings or hours of work
- P&B checks qualifications once a year and sends email notification
- Optional never mandatory
- Credited Service will be calculated based on your actual earnings divided by your full-time earnings

# CUPE 3903

- Unit 1 and 2
- Qualification required

Earnings must be equal to the Sept 1 course director rate in each of two consecutive contract years (Sept- Aug)  
Director Rate can be found in CUPE 3903 collective agreement

- P&B checks qualification and contacts those CUPE 3903 unit 1 and 2 member who qualify

- Unit 3 – members are not eligible for the pension plan
- Unit 4 – eligibility is determined under the part-time eligibility rules previously discussed

- Less than 24 hours per week
- Qualification is required based on earnings or hours of work
- P&B checks qualifications once a year and sends email notification
- Optional never mandatory
- Credited Service will be calculated based on your actual earnings divided by your full-time earnings

# Membership

- Once you are in the plan, you can not opt out of the plan
- Mandatory participation with limited exceptions



# The Pension & Benefits Office

- All documentation should be sent electronically to [askpb@yorku.ca](mailto:askpb@yorku.ca) for the fastest processing  
Documents can be mailed through Canada Post as we are in the office every two weeks for processing of mail and/or cheques therefore there will be delays in processing
- We can be reached by phone or email  
416-736-2100 x27572 (askpb) or [askpb@yorku.ca](mailto:askpb@yorku.ca)  
Our phones are answered between 9 am and 4 pm. If you do not reach us and receive our voicemail, please note that we will return your call within 24 hours.
- We can also be reached through our portal at <https://askpb.yorku.ca/cherwellportal/pbmain#0>
- Our website also has a great deal of information at <https://retire.info.yorku.ca/>
- Great information as well as our service standards can be found in our monthly publication **The P&B Times**  
<https://retire.info.yorku.ca/resources/p-b-times/>