

## 3. Changes

It is the Employer's responsibility to tell the Pension Fund about any changes that could affect a Scheme member's pension. Changes in employment often occur and it is extremely rare that an employee starts a job and his conditions are exactly the same when he/she leaves.

### 3.1. What you need to do

You must tell us about these changes in employment as soon as possible either by completing a **Change Form** (by hand or electronically). When you need to inform us of multiple changes, particularly if you have high volumes, you can also do this by completing the same fields in a spreadsheet, but contact us first before doing this.

The changes we need to be made aware of:

- Changes of hours or weeks (this will be the most common one)
- Change of name and marital status
- Change of Address
- Opting out or back into the Pension Scheme
- Unpaid Maternity, Paternity or Adoption Leave
- Reduction or restriction in *pensionable pay*
- Leave of absence
- Strikes
- Changes of National Insurance Number

### 3.2. Each area in more detail

#### 3.2.1. Changes in hours/weeks

Please notify us immediately. We need to know about any changes in hours and weeks, however small, as these are an essential component of our calculations and will affect the person's pension substantially if they are wrong..

#### 3.2.2. Change of Name

Please to tell us about any legal name change, for example – marriage, civil partnership registration, deed poll etc. It is also useful if you enclose a copy of the marriage certificate, deed poll, etc.

#### 3.2.3. Change of Address

Please tell us about any change of address. This is particularly important, because we send Annual Benefit Statements to home addresses.

#### 3.2.4. Change of National Insurance Number

The National Insurance Number is our main reference number, so you must tell us about any changes IMMEDIATELY.

#### 3.2.5. Opting out of the Scheme

Please see Section 4 (Leavers).

### **3.2.6. Opting back in**

If an employee chooses to rejoin the pension scheme, you must treat him/her as a new starter and follow the new starter procedure again (refer to New Starters – Section 3). The employee needs to either fill in the “Opt-in” Form (available from the forms section of our website) or write a letter to you to confirm their wish to do this.

### **3.2.7. Maternity Leave**

#### Employee Contributions

If a Scheme member takes ordinary maternity leave, you must deduct pension contributions on any maternity pay she receives. If she receives no pay during this ordinary maternity leave period, for example, because she does not qualify for statutory pay, she will not have to pay any basic pension contributions, but the period will still count as membership under the pension scheme.

During additional maternity leave, the employee must pay contributions on any maternity pay she receives. As statutory maternity pay is now payable for 39 weeks, this will mean that contributions will be payable for at least the first 13 weeks of this period, apart from cases where the employee is not entitled to any Statutory Maternity Pay (SMP) or Occupational Maternity Pay (OMP).

#### Employer Contributions

An employer must pay pension contributions throughout any periods of ordinary maternity, adoption leave or statutory paternity leave, whether or not the employee actually receives any pay. The employer’s contributions will be based on what the employee would have been earning had they been working normally.

During any period of additional Maternity leave for which the employee receives pay, the employer must pay contributions based upon what the employee would have been earning had she been working normally.

#### Keep in touch days

Where an employee works on a keep in touch day (KIT day) during the ordinary maternity or adoption leave period, both the employee and the employer will pay contributions based on the pay the employee receives for that day. The day will count as membership.

#### Optional contributions during unpaid additional maternity leave

The employee may elect to pay contributions to count any period of unpaid additional maternity leave as Scheme membership. This option must be made by the employee within 30 days of returning to work (or within 30 days of leaving if earlier). The employer has discretion to extend this period in any particular case.

If the employee elects to pay contributions, the employer must pay contributions based upon what the employee would have been earning had she been working normally.

In practice many payroll systems are not programmed to deduct employer's contributions on a notional pay figure. Where this occurs, our actuary will make an allowance for this at the next fund valuation.

#### Additional contributions

During any period of maternity leave, the employee must continue to pay any additional contributions that had elected to pay to purchase additional pension or pay into the in house AVC scheme, unless they elect not to do so.

#### **3.2.8. Adoption and Paternity Leave**

These conditions and regulations are the same as for Maternity Leave.

#### **3.2.9. Reduction in pensionable pay**

If a member's salary or emoluments are reduced or restricted in a way that will affect benefits, they can choose to have their pension based on an annual average of any three consecutive years in the last ten prior to retirement, ending on 31<sup>st</sup> March.

You will then need to keep detailed pay records for so that you will be able to calculate the requested Pensionable Pay.

#### **3.2.10. Leave of Absence**

The member must pay pension contribution for the first 30 days of any unpaid leave. After that, he can choose to pay up to 36 months of unpaid contributions, as long as he makes a decision within 30 days of returning to work.

#### **3.2.11. Strikes**

Strike action will NOT count towards a final pension unless a scheme Employer chooses to pay. The rate of contribution for the strike period would be 16% for employees. There are no employer's contributions payable.

### **3.3. Common Problem**

The main problem that we find is that we frequently do not receive notification of the above changes. This generates a high volume of queries during the year end contribution posting exercise and at the time of subsequent events, such as the person leaving. **IT IS VITAL THAT WE ARE NOTIFIED OF EACH AND EVERY CHANGE IN THE ABOVE AREAS, HOWEVER SMALL.**

Some example changes forms are now supplied to assist you.

# Pension Change Form

If you need help completing this form, please contact us on **01225 713613**  
(Please complete all sections with an \* and any other sections where changes have occurred)



## Personal Details:

\*National Insurance Number AB 01 02 03 C

\*Title Mr

\*Surname Nobody

\*Forenames Ian Alan Michael

\*Employer The School \*Payroll No ABC1234567

Change of Condition Date of Change 01/07/08

	Old Details	New Details
Number of contractual hours per week	<u>15</u>	<u>20</u>
Number of contractual weeks per year	<u>44.64</u>	<u>45.43</u>
% of Full time	<u>34.80</u> %	<u>47.22</u> %
Change of Payroll No	_____	_____
Change of Job Title	_____	_____
<u>Change of Name</u>	Previous Name	New Name
	_____	_____

Reason for Name Change (Please select): Marriage, Divorce, Deed Poll or Other

Change of Address (New Address) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

<u>Unpaid Leave:</u>	From	To
Maternity/ Paternity/ Adoption	_____	_____
Leave of Absence	_____	_____

\*Signed I. A. M. King \*Date 01/07/08\* Position Payroll Clerk

# Pension Change Form

If you need help completing this form, please contact us on **01225 713613**  
(Please complete all sections with an \* and any other sections where changes have occurred)



## Personal Details:

\*National Insurance Number AB 01 02 03 C

\*Title Mr

\*Surname Nobody

\*Forenames Ian Alan Michael

\*Employer The School \*Payroll No ABC1234567

Change of Condition Date of Change 01/07/08

	Old Details	New Details
Number of contractual hours per week	<u>20</u>	<u>37</u>
Number of contractual weeks per year	<u>52</u>	<u>52</u>
% of Full time	<u>54.05</u> %	<u>100</u> %

Change of Payroll No \_\_\_\_\_

Change of Job Title \_\_\_\_\_

Change of Name Previous Name New Name

\_\_\_\_\_

Reason for Name Change (Please select): Marriage, Divorce, Deed Poll or Other

Change of Address (New Address) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

<u>Unpaid Leave:</u>	From	To
Maternity/ Paternity/ Adoption	_____	_____
Leave of Absence	_____	_____

\*Signed I. A. M. King \*Date 01/07/08\* Position Payroll Clerk