

GENERAL INFORMATION

On September 22, 2010, regulatory provisions concerning research centres in the health and social services sector and arising under the *Act to amend the Act respecting the Pension Plan of Management Personnel and other legislation establishing pension plans in the public sector* (S.Q. 2010, c.11) were passed.

Among other subjects, those provisions concern the buy-back of service performed at a research centre in the health and social services sector covered by those plans. Members of one of the following plans can apply for a buy-back:

- the Government and Public Employees Retirement Plan (RREGOP);
- the Pension Plan of Management Personnel (PPMP); OR
- the Retirement Plan for Senior Officials (RPSO).

This guide is provided for your information and does not replace the provisions of the applicable legislation and regulations. Specific instructions for research centres will be integrated to the existing guide in the next update. This guide is intended to help the employers who are concerned by one or several periods requested in the “Application for buy-back” (727A) form filed by a member who wishes to buy back service performed in a research centre. We suggest you read it **carefully** as it contains answers to most questions regarding that type of buy-back.

The “Attestation of a buy-back period” (728A) form is prescribed under section 150 of the *Act respecting the Government and Public Employees Retirement Plan* (R.S.Q., c. R-10). **It is used to attest the periods of work concerning you that a member of RREGOP, the PPMP or the RPSO wishes to buy back.**

You must complete this form to attest the periods a member wishes to buy back. **The information you will provide must cover the entire period requested by the member that concerns you.**

If the period you can attest exceeds the period requested by the member, you should inform him. He will decide whether he wants to adjust the period or maintain his initial request.

If there are periods you cannot attest, please indicate why in Part E of 728A form.

Please note that CARRA **will not accept any other document or letter to attest a buy-back period.**

Once you have completed the “Attestation of a buy-back period” (728A) form, **you must return it to the member**. He is responsible for filing his application with CARRA, accompanied by the attestations from every employer concerned by a period.

HOW TO COMPLETE THE FORM

Part A – Identification of employer

Enter the information that identifies you as the employer concerned by one or several periods the member wishes to buy back. If you do not know your employer number or your identifier, you can contact CARRA. CARRA'S contact information is at the end of the 728A form.

Part B – Member's information

Enter last name, first name and social insurance number of the member who has applied for buy-back.

Part C – Periods requested for buy-back

Indicate the periods of work the member wishes to buy back that concern you. **They must cover the periods indicated on the member's application.** The attestation and the information provided must always be related to the period(s) identified in this part.

The member can buy back **only** periods of work. He must **exclude**:

- Periods of absence, periods during which you were entitled to salary insurance and periods of maternity leave under the provisions concerning parental leave in your working conditions;
- Periods of work as trainee, student or postdoctoral trainee at a research centre in the health and social services sector.

“Beginning”: Enter the latest of the following dates:

- September 4, 1991;
- the date of ministerial designation of the research centre¹;
- the date on which the member began to work at the centre.

“End”: Enter one of the following dates:

- the date of end of employment at the centre;
- the date of the day preceding the date on which the member's participation to the centre's pension plan began.

“Type of buy-back”: Do not check any box.

“Employer”: Enter the name of the employer in the health and social services sector for whom you attest a period or periods if you are in one of the following situations:

- The period of work that you must attest concerns an employer who has a link with you as a result of merger or consolidation;
- You are not the employer concerned by the buy-back, but you can replace him since you hold **all** the information required to attest the requested period.

Please use complete official names, without abbreviations.

PLEASE TAKE NOTE: Under **“Employer”**, indicate if the member contributed **at any time** to RREGOP, the PPMP or the RPSO during the period of service performed at the research centre in the health and social services sector. If the answer is “Yes”, write “Contributed period” and specify the dates on which that period began and ended. If the answer is “No”, write “No contributions”.

Part D – Attestation of periods of work

PLEASE TAKE NOTE: Do not take into account the first note next to Part D that says to complete the box concerning the salary paid only for PPPOCS members. You must enter a salary for each period.

Please note that the information provided must cover the whole period the member has requested. If there are periods for which you cannot answer, please provide the reason in Part E.

1. Periods of service prior to enrolment (ANT) or as a casual employee (OCC)

Enter in that section the periods performed at the research centre that correspond to the work period entered in Part C. For **each calendar year** concerned by a period to buy back, indicate:

- The job title;
- The basis of remuneration (260);
- The number of paid work days under “Regular”, regardless of the member's status as casual, part-time or full-time employee;
- The salary paid.

1. The information can be obtained from the research centre.

Part E – Periods of work that cannot be attested owing to the lack of supporting documents

Complete this part if you do not have any information on the member or if the information you have is not sufficient.

First, indicate the periods for which you cannot provide the information requested and the reason why.

However, if you know it, indicate under “Remuneration” what was the member’s remuneration during the period requested. It could be the **salary paid** on an annual, weekly, daily or hourly basis, or the **salary range salary** during that period. Indicate from what document you got that information under “Source of information”, but you do not have to enclose it. It can be an income tax slip, payroll records or any other document in your archives among those considered by CARRA as proof of remuneration. For more details, go to our Web site and refer to the *Guide d’administration* in the chapter entitled “Rachat de service”.

Part F – Attestation of periods of absence

You do not have to complete this part.

Part G – Periods of absence that cannot be attested owing to the lack of supporting documents

You do not have to complete this part.

Part H – Signature of employer’s authorized representative

Once the “Attestation of a period of buy-back” (728A) has been completed and signed, **you have to return it to the applicant**. He is responsible for sending his application to CARRA, accompanied by attestations from every employer concerned by his buy-backs.