

# Your Annual Pension Statement

When you joined the Healthcare Employees' Pension Plan (HEPP), you began building a solid foundation for your retirement.

Your Annual Pension Statement summarizes the details of your HEPP membership up to the end of 2017. It contains important information including your accumulated service, contributions and estimated pension benefit.

Use the statement to watch your pension grow and confirm that your personal information is accurate.

## Questions to ask when reviewing your statement:

### 1. Is my **Member Information** correct?

If any information is listed as "NOT AVAILABLE", "UNCONFIRMED" or is otherwise incorrect, update it through *My HEB Online Services*, our secure online system that can be accessed at [hebmanitoba.ca](http://hebmanitoba.ca).

If you've already updated your information online, and it is still not correct, have you sent back the *Member Information Summary* form?

### 2. Have I experienced a **relationship breakdown**?

If you have, contact our Member Services team and request a *Relationship Breakdown Statement of Facts* form. It is important to inform us as soon as possible to prevent delays in processing your pension benefits when you retire.

### 3. Am I approaching **retirement**?

If so, it is important to understand your pension options. Visit [hebmanitoba.ca](http://hebmanitoba.ca) and log in to *My HEB Online Services* to use our Online Pension Estimator. You can explore different retirement scenarios to see how they change your estimated pension.

### 4. Am I planning to **move**?

If you move you must notify your employer(s) of your new address in writing **AND** update HEB Manitoba through *My HEB Online Services*. If you are unable to use this online service, you must submit the new address to our office in writing.



## Questions?

Please contact our Member Services team if you have any questions.

For prompt service, please have your HEB ID number (shown in the top right corner of your statement) ready.

**Phone:** 204-942-6591

**Toll-free:** 1-888-842-4233  
(outside Winnipeg)

**Email:** [info@hebmanitoba.ca](mailto:info@hebmanitoba.ca)

### *My HEB Online Services*

A convenient and secure way to view and update your personal pension plan information.



## How We Calculate Your Pension

HEPP is a defined benefit pension plan that uses a formula to determine your monthly lifetime pension benefit:



\* Average of your highest five years of annualized HEPP pensionable earnings from the last 11 years worked.

**Note:** Other pension formulas may apply to periods of credited service if you were a member of a previous plan that merged to form HEPP.

## Member Contribution Rates

Current Plan member contribution rates are:

- 7.9% on earnings **up to** the YMPE.
- 9.5% on earnings **over** the YMPE.

### What is the YMPE?

The YMPE is the Year's Maximum Pensionable Earnings limit for contributions to the Canada Pension Plan.

In 2017 the YMPE was \$55,300.

HEPP's pension formula is based on a two-part contribution rate. Contributions up to the YMPE are lower to reflect contributions also being made to the Canada Pension Plan.

## What events in my career can affect my retirement eligibility?

Situations that could affect your Rule of 80 date include:

- Unpaid leaves of absence lasting more than 54 weeks.
- Moving to or from casual employment.
- Transferring service into the Plan.
- Leaving the Plan.

You can call us and ask to speak with a Pension Specialist if you have specific questions. The closer you are to your potential retirement, the more important it is that you contact us.

## Considering Early Retirement?

You can choose to retire at the earlier of turning 55 or reaching Rule of 80 (reductions may apply).

In 2017 the HEPP Board made changes to the Pension Plan to ensure its long-term sustainability. You were sent a personalized package in October to explain what these changes mean for your early retirement options. Your Annual Pension Statement shows your accurate potential early retirement dates. Visit [hebmanitoba.ca/pension/pension-plan-c](http://hebmanitoba.ca/pension/pension-plan-c) for more information.

If you choose to retire between ages 55-60 and have not yet met Rule of 80, your lifetime pension benefit will be reduced by  $\frac{1}{8}$  of 1% for credited service prior to January 1, 1992, and by  $\frac{1}{4}$  of 1% for credited service on and after January 1, 1992, for each month you retire before your 60<sup>th</sup> birthday, or your Rule of 80 date, whichever is earlier.

If you meet the Rule of 80 on or after January 1, 2020 and retire before age 55, you will receive an actuarially reduced pension. The closer you are to age 55 when you retire, the less the reduction will be.

The reduction is based on the longer period of time over which the Plan expects to pay your lifetime pension benefit.

**Note:** Any leave of absence that you have taken or may take in the future can affect the availability and timing of an unreduced early retirement pension.

## Common Questions

### Why has the information on my Annual Pension Statement changed from last year's statement?

HEB Manitoba places great importance on the accuracy of information we rely on to administer your pension and benefit plans. We are continually reviewing member data and correcting any identified errors or issues. These corrections may have resulted in changes to your retirement date and/or pension payment amounts, as reflected in your Annual Pension Statement.

### What if the personal information, including my spouse/common-law partner and/or beneficiary information listed on my Annual Pension Statement is incorrect?

Visit [hebmanitoba.ca](http://hebmanitoba.ca) and log in to *My HEB Online Services* to update your information. Once you have completed the update a *Member Information Summary* form will be mailed to you. Confirm that the information is correct by signing and returning the form to HEB Manitoba.

**Note:** If your beneficiary information is listed as "NOT AVAILABLE", you have not verified and/or updated your personal Pension Plan information on *My HEB Online Services*. If your spouse/common-law partner and/or beneficiary information is listed as "UNCONFIRMED", we have not received your signed *Member Information Summary* form.

### Should my decision to retire be based on the information on my statement?

No. You should not rely on this statement to make retirement decisions.

Contact HEB Manitoba before taking any action with respect to your HEPP benefits. We also strongly encourage you to seek independent professional advice before making decisions related to retirement. Please contact us four to six months before your intended retirement date to request a retirement package. The package will outline the pension options available to you, and will include information about preparing for retirement.

### Will changes that affect my Credited Service be included on my statement?

Any change that would affect your Credited Service, such as a buyback, transfer-in, reinstatement or recognition of service, that was fully processed on or before December 31, 2017, should be reflected on your statement. If you received confirmation from HEB Manitoba that a change was completed in 2017, but are not sure the amount is included in your statement, please contact us.

Any changes that would affect your Credited Service that were processed after December 31, 2017, will not be reflected on your 2017 statement.

## Model Your Pension Scenarios With the Online Pension Estimator

The Online Pension Estimator gives you a complete picture of your estimated Healthcare Employees' Pension Plan (HEPP) retirement income in a few easy steps.

You can try different retirement dates and earnings assumptions to see how they change your estimated pension. You can also print and save your estimates – it's easy and there's no limit to the number of scenarios you can try.

Please contact our Member Services Department if you have questions or require more information about your pension or about the Online Pension Estimator.



Log in to the Online Pension Estimator through *My HEB Online Services* at [hebmanitoba.ca](http://hebmanitoba.ca).

# Pension Dictionary

<b>Credited Service</b>	The years and partial years you contributed to, or purchased service in HEPP. Credited Service also includes service accrued while you were in receipt of benefits from a specified long term disability plan. The maximum total Credited Service in any given year is one year. Credited Service is used to determine your pension benefit.
<b>Cost of Living Adjustment (COLA) Plan</b>	A supplemental pension plan dedicated to providing ad hoc COLA benefit payments to retired Pension Plan members. Additional information is available at <a href="http://hebmanitoba.ca">hebmanitoba.ca</a> .
<b>Defined Benefit Pension Plan</b>	A pension plan in which pension benefits are paid in accordance with a pre-determined formula. HEPP uses a formula based on your salary history and years of credited service at termination, retirement or death.
<b>Employment Service</b>	The uninterrupted period of employment from your first date of hire by one or more participating employers. Employment service is used to determine your pension eligibility and includes eligible periods of paid and unpaid leaves of absence, sick leave when in receipt of benefits from a specified long term disability plan, and service transferred to HEPP from another registered pension plan.
<b>Enrolment Date</b>	The date you started contributing to HEPP or a predecessor plan.
<b>Highest Average Earnings</b>	The average of your highest five years of annualized HEPP pensionable earnings from the last 11 years worked. If you have not completed five years of service, your actual annualized earnings will be used to determine the average.
<b>Maximum Pension Contributions</b>	Each year, the maximum earnings on which you can contribute to the Plan are determined by HEB Manitoba. The maximum HEPP contributions for 2017 were \$14,272.17.
<b>Normal Retirement Age</b>	The normal retirement age is 65.
<b>Required Contributions</b>	The contributions you are required to make to HEPP as a Plan member, based on a percentage of your earnings as set out in the HEPP Plan Text. The balance of required contributions includes contributions made by members of a predecessor plan, or another registered pension plan, and transferred into HEPP, and amounts submitted to HEPP to purchase service for unpaid leaves of absence.
<b>Rule of 80</b>	The date when your age plus years of Employment Service totals 80.
<b>Year's Maximum Pensionable Earnings (YMPE)</b>	The maximum annual earnings limit for contributions to the Canada Pension Plan. The YMPE for 2017 was \$55,300.