



Guide to Applying for Your Pension

As a member of the HEB Manitoba Pension Plan, you have been building a foundation for your financial future throughout your career. Now that you are preparing to retire, you have important choices to make about how you will receive your pension. This guide will help you understand your options and make the choices that are most appropriate for your situation.

When You Can Receive Your Pension

Once you have met one of the provisions on the following page, you are eligible to receive a lifetime monthly pension benefit from the Plan, unless your benefit is considered a small benefit under Manitoba's *Pension Benefits Act*.

The normal retirement age under the Plan is 65, but you may be eligible for a pension as early as age 55 or when your age plus years of employment service equal 80 (Rule of 80). Different rules will apply to you depending on your age, years of service, and when you started employment. At age 60, your pension is unreduced regardless of whether you have reached Rule of 80.

If you are a casual employee, we suggest you contact us as the rules may differ for your situation.

Small Benefit Pension

If your annual pension is less than 4% of the Year's Maximum Pensionable Earnings (YMPE) or if your pension has a commuted value of less than 20% of the YMPE, it is considered a small benefit, and you will receive your pension benefit as a taxable lump sum payment.



When Can I Receive My Pension?

If You Started Employment Before Jan. 1, 2020

AGE	Under 55			55-59			60-64	65+
Have you reached Rule of 80?	yes	yes	no	yes	yes	no	At age 60 your pension is unreduced regardless of whether you have reached Rule of 80	
When did you reach rule of 80?	Before Jan. 1, 2020	After Dec. 31, 2019		Before Jan. 1, 2020	After Dec. 31, 2019			
PENSION ELIGIBILITY								
Early Retirement Reduction			Must have Rule of 80 or be at least 55 to receive a pension					
Actuarial Reduction								
Unreduced Pension								
Supplementary Benefit								
Bridge Benefit								

If You Started Employment After Dec. 31, 2019

AGE	Under 55		55-59		60-64	65+
Have you reached Rule of 80?	n/a		yes	no	At age 60 your pension is unreduced regardless of whether you have reached Rule of 80	
PENSION ELIGIBILITY						
Early Retirement Reduction	Must be at least 55 to receive a pension					
Actuarial Reduction						
Unreduced Pension						
Supplementary Benefit			Supplementary and bridge benefits are not applicable if you started employment after Dec. 31, 2019			
Bridge Benefit						

Early Retirement Reduction

An early retirement reduction will be applied to your pension if, when you retire:

- You are under age 60 and
- You have not reached Rule of 80.

The closer you are to age 60, the smaller the early retirement reduction will be.

Actuarially Reduced Pension

If you began employment before January 1, 2020, and did not meet Rule of 80 before January 1, 2020, you are eligible to retire at any age when you reach Rule of 80; however, your pension will be actuarially reduced if you retire before age 55.

The closer you are to age 55 when you retire, the smaller the actuarial reduction will be.

Your Pension Amount

In general, your monthly pension amount depends on your highest average earning and years of credited service.

Credited service is the total of the years and/or partial years you contributed to or purchased service in the Plan. The more credited service you accumulate, the higher your pension benefit will be.

You can track your estimated pension amount in two ways:

Check Your Annual Pension Statement

Each year, we provide you with an annual pension statement that provides you with an estimate of what your monthly pension would be at your normal retirement date.

Use the Pension Estimator

You can also use the Pension Estimator in the member portal to model your pension under different scenarios.

▲ The annual pension statement and pension estimator provide estimates only and may be subject to change. You should not rely solely on them to make retirement decisions.

How We

Calculate Your Pension

HEPP is a defined benefit pension plan. Unlike a Registered Retirement Savings Plan (RRSP) or a defined contribution pension plan, a defined benefit pension plan uses a formula, rather than investment income derived from pension contributions, to determine benefits payable to eligible members at retirement.

The amount of your monthly lifetime pension benefit is based on the following formula:



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

The *Income Tax Act* outlines the maximum annual pension amount that a Registered Pension Plan may provide to its members. **Your HEPP pension is taxable income.**

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

Supplementary and Bridge Benefits

If you began employment before January 1, 2020, you may be eligible for a supplementary or bridge benefit when you retire.

Supplementary Benefit

A temporary supplementary benefit is added to your monthly pension if you:

- Meet Rule of 80, or
- Have reached age 55.

The supplementary benefit is paid from the effective date of the pension to the first of the month following your 65th birthday. The supplementary benefit is only payable to the member. It stops when the member turns 65 or on their death – whichever is earlier.

You are not eligible for the supplementary benefit if you began employment after December 31, 2019.

The Application Process

One to Five Years Before You Retire

The retirement process can begin a year or more before your actual last day on payroll. Here are some things to consider as you get closer to applying for your pension:

- Resolve past relationship breakdowns that might affect your pension.
- Increase your pension amount by buying back any missed periods of service. You can do this until 60 days before your last day worked.
- Attend a HEB Manitoba pre-retirement seminar.
- Review your annual pension statement and use HEB Manitoba's pension estimator to get a picture of your possible retirement income.
- Review all your sources of retirement income and talk to a Financial Advisor.
- Ensure that you have an appropriate proof of age document for yourself and, if applicable, for your spouse or common-law partner. We will accept a birth certificate, passport, citizenship certificate or baptismal certificate.
- Understand your employer's policies around:
 - Pre-retirement leave
 - Vacation
 - Retirement allowances

Bridge Benefit

Some members may be entitled to a bridge benefit to offset the early retirement reduction. The bridge benefit is payable monthly to age 65.

If you die before age 65, the remaining payments are paid to your beneficiary.

You are not eligible for a bridge benefit if:

- You retire with an actuarially reduced pension
- You began employment after December 31, 2019.

Four to Six Months Before Your Last Day on Payroll

- Pick a retirement date! Your retirement date is your last day on payroll.
- Go to the member portal to request your personalized Pension Application package four to six months before your last day on payroll. This package will include an estimate of your monthly pension amount and present options for how to receive it.
- Review your pension options with your spouse/common-law partner, if applicable.
- Consider which post-retirement benefits you will apply for.
- Meet with one of our Pension Specialists to discuss your options.
- Make sure you have an account at a Canadian financial institution for setting up direct deposit of your monthly pension payments.
- Start saving for the six to eight-week period between your last paycheque and your first pension payment.

Two Months Before Your Last Day on Payroll

- Submit your completed Pension Application and all required documents, such as proof of age.
- Notify all participating employers of your retirement date **You must end your employment at all Participating Employers before you can receive your pension.**

If You Plan To Return To Work

If you plan to return to work, **your date of hire MUST be after your retirement date**, even if you are not physically at work before your retirement date.

If your hire date is before your retirement date, you will not be able to receive your pension until you terminate the newest employment.

▲ What if I am late completing my application or returning the required documents?

After the deadline, pension benefit payments will start on the first of the month following the date we receive all the required documentation. Payments will not be retroactive to your retirement date.

▲ Can I defer my pension?

Yes. At retirement, you have the option of deferring your pension benefit payment to a later date. For example, you could retire in May and choose to defer receiving your pension benefit until February of the following year.

If you defer your pension, benefit payments are not retroactive to your retirement date.

Deferring a pension is not normally to a member's advantage. Please contact us for more information.

Your Spouse/Common-law Partner and Your Pension

If you are married or in a common-law relationship, legislation requires that your spouse or common-law partner must get at least 60 per cent of your pension after you die.

If you and your spouse or common-law partner decide together that this is not the option you want, they may waive (give up) their rights to a survivor benefit. Then you may select a Single Life form of pension and designate anyone you choose as your beneficiary.

Waiving Rights by Signing Form 5A Waiver of 60% Joint Survivor Pension for Pension Plan or Locked-in Retirement Account:

When your spouse or common-law partner waives (gives up) rights to a survivor benefit, it means they will not receive any pension payments after you die.

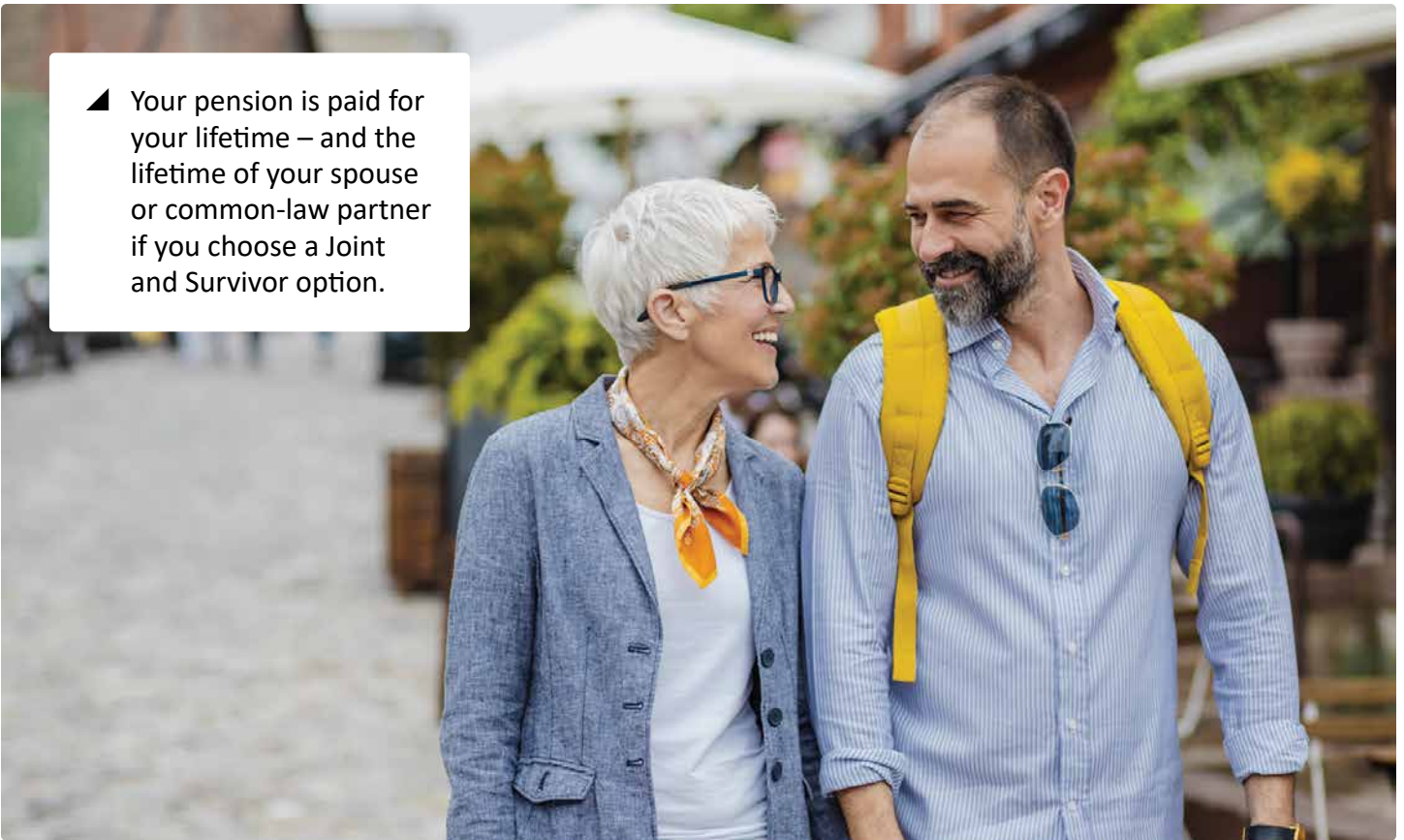
Because this could have significant financial implications for them, we are required to ensure that your spouse or common-law partner has been provided with a copy of your retirement information to help make an informed decision. (They will receive copies of your pension cover letter and pension estimate when you request your Pension Application package.)

We recommend that your spouse or common-law partner seek independent legal advice before making this decision. If they decide to give up the survivor benefit, they must sign Form 5A in the presence of a witness and apart from you, within 60 days of your pension effective date.

▲ My spouse/common-law partner already gave up their rights to my pension while I was working. Do they need to do it again?

If your spouse signed a Waiver of Survivor Death Benefit (Form 2) to give up their right to a survivor benefit while you were actively contributing to the Plan, they will need to sign Form 5A Waiver of 60% Joint Survivor Pension for Pension Plan or Locked-in Retirement Account to enable you to choose a Single Life form of pension.

▲ Your pension is paid for your lifetime – and the lifetime of your spouse or common-law partner if you choose a Joint and Survivor option.



If Your Relationship Ends

Exactly how a separation or divorce affects your pension will depend on a variety of factors, including whether it happens before or after retirement, whether your former spouse or common-law partner gives up their entitlement to the pension, and even the length of the relationship.

It is in your best interest to settle any unresolved relationship breakdowns before you retire.

If you choose a Joint and Survivor form of pension, your spouse or common-law partner at retirement becomes your permanent Joint and Survivor beneficiary. **This cannot be changed, even if your relationship ends after you retire.**



Pension Options

When you retire, you must select a form of pension (Single Life or Joint and Survivor) and a guarantee period of five, ten, or 15 years.

Regardless of the guarantee period you choose, your pension is paid for your lifetime – and the lifetime of your spouse or common-law partner if you choose a Joint and Survivor option.

All the options on your Pension Estimate have an equal value, but the monthly payment amount for each option differs because the basic pension is actuarially adjusted to reflect the cost of variables such as a longer guarantee period or a different percentage of survivor benefit. The base form of pension under the Plan is the Single Life monthly pension with a five-year guarantee period.

Some benefits are payable to the member only and will stop when the member dies.

It is important that you choose the options that are most appropriate for your personal circumstances.

How the Guarantee Period Works

If you die before the end of the five, ten, or 15-year guarantee period you have chosen, your beneficiary will receive 100% of your remaining guaranteed pension payments.

Pension Option	Pension is payable to you for	If you die BEFORE the guarantee period ends	If your spouse or common-law partner also dies before the guarantee period ends	If you die AFTER the guarantee period ends
Single Life	Your lifetime	Your beneficiary receives the remaining guaranteed pension payments as a lump sum.	N/A	All pension payments stop with your death.
66⅔% Joint and Survivor	Your lifetime	Your spouse or common-law partner receives the full amount of your pension payment until the end of the guarantee period. Then their payment reduces to 66⅔% for their lifetime.	The beneficiary or estate of the last survivor would receive the remaining guaranteed pension payments as a lump sum.	If your spouse or common-law partner is living, they will receive 66⅔% of your monthly pension amount for their lifetime. All pension payments stop with the death of the last survivor.
100% Joint and Survivor	Your lifetime	Your spouse or common-law partner receives the full amount of your pension payment for their lifetime.	The beneficiary of the last survivor would receive the remaining guaranteed pension payments as a lump sum.	If your spouse or common-law partner is living, they will receive 100% of your monthly pension amount for their lifetime. All pension payments stop with the death of the last survivor.

Single Life Form of Pension

If you are single when you retire, you may only choose a Single Life form of pension.

If you are married or in a common-law relationship, you may choose a Single Life form of pension if your spouse or common-law partner gives up their entitlement to the pension benefit.

The Single Life option provides a monthly pension for your lifetime. If you die before the end of the guarantee period, your beneficiary receives the value of your remaining guaranteed pension payments as a lump sum payment. If you outlive the guarantee period, your beneficiary does not receive any pension benefit on your death. With a Single Life option, your beneficiary only receives payment if you die during the guarantee period.

Example: Single Life Option

Single Member



Marietta, who is single, retires at age 55 when her son Daniel is 16. She names him as her beneficiary. Daniel plans to go to university to study engineering after completing high school.

After reviewing a variety of scenarios and consulting with a financial advisor, Marietta chooses a 15-year guarantee period. She believes this option would protect Daniel financially if she died before he was established in his future career.

Here are some of the scenarios Marietta considered before making her decision.

Start Pension at Age	Guarantee Period	Age at Death	Time Left in Guarantee Period	At Marietta's Death...
55	5 years	56	4 years	Monthly pension payments stop. Daniel receives the remaining four years of guaranteed pension payments as a lump sum.
55	5 years	61	NONE	All pension payments stop. No payment to Daniel.
55	10 years	64 ½	6 months	Monthly pension payments stop. Daniel receives the remaining six months of guaranteed pension payments as a lump sum.
55	15 years	64 ½	5 ½ years	Monthly pension payments stop. Daniel receives the remaining 5 ½ years of guaranteed pension payments as a lump sum.

Example: Single Life Option

Married or Common-law Member



Ben plans to retire at age 55 when he reaches Rule of 80. He is married to Diego, who is 59.

Diego is already receiving a comfortable pension and received a modest inheritance after the death of his parents. Ben and Diego have no children, are both in good health, and are debt-free.

Although the couple considered the Joint and Survivor forms of pension, they decided that Diego would waive his rights to Ben's pension to allow Ben to choose a Single Life pension and name his sister, Laura as his beneficiary.

Here are some of the scenarios Ben considered before making his decision.

Start Pension at Age	Guarantee Period	Age at Death	Time Left in Guarantee Period	At Ben's Death (66⅔% Option)	At Ben's Death (Single Life Option)
55	10 years	61	4 years	Diego continues to receive 100% of Ben's pension for the remaining four years of the guarantee period. Then his monthly pension payment drops to 66⅔% for his lifetime.	Monthly pension payments stop. Ben's sister, Laura, receives the remaining four years of guaranteed pension payments as a lump sum.
55	10 years	68	None	Diego receives 66⅔% of Ben's pension for his lifetime.	All pension payments stop.



Joint and Survivor Forms of Pension

If you have a spouse/common-law partner at retirement, legislation requires that you select a Joint and Survivor form of pension. You may choose an option that provides your surviving spouse or common-law partner with either 66⅔% or 100% of your monthly pension after your death.

If you wish to choose a Single Life form of pension, your spouse/common-law partner must formally give up their entitlement to the pension benefit by signing Form 5A Waiver of 60% Joint Survivor Pension for Pension Plan or Locked-in Retirement Account.

66⅔% Joint and Survivor

The 66⅔% Joint and Survivor option provides a monthly pension for your lifetime and for the lifetime of your spouse or common-law partner.

If you die before the guarantee period ends, your surviving spouse or common-law partner will receive 100% of your monthly pension to the end of the guarantee period. After the guarantee period ends, their monthly amount will reduce to 66⅔% of your base monthly pension, and they will receive this amount for their lifetime.

If you die after the guarantee period ends, your surviving spouse or common-law partner's monthly pension will immediately reduce to 66⅔% of your monthly pension, and they will receive that amount for their lifetime.

100% Joint and Survivor

The 100% Joint and Survivor option provides a monthly pension for your lifetime and for the lifetime of your surviving spouse or common-law partner.

After your death, your spouse or common-law partner will continue to receive 100% of your monthly pension benefit for their lifetime regardless of whether you outlive the guarantee period.

For all Joint and Survivor Options

If both you and your spouse or common-law partner die before the guarantee period ends, the estate or beneficiary of the last survivor will receive the lump sum value of the remaining guaranteed monthly pension payments.

If you and your spouse or common-law partner die after the guarantee period ends, all pension payments stop upon the death of the last survivor.

Example

Joint and Survivor Options



Elaine retires when she is 60 and her husband, Sam, is 66. He is experiencing signs of dementia and has limited retirement savings.

Elaine has some chronic health conditions, and worries what will happen to Sam if anything happens to her.

She chose a 100% Joint and Survivor pension to ensure that Sam will receive the highest possible monthly pension if she dies first. Because this option guarantees Sam the full amount of Elaine’s pension, she chose the five-year guarantee period.

Here are some of the scenarios Elaine considered before making her decision.

Start Pension at Age	Guarantee Period	Age at Death	Time Left in Guarantee Period	At Elaine’s Death (66⅔% Option)	At Elaine’s Death (100% Option)
60	5 years	61	4 years	Sam continues to receive 100% of Elaine’s pension for the remaining four years of the guarantee period. Then his monthly pension payment drops to 66⅔% for his lifetime.	Sam continues to receive 100% of Elaine’s pension for his lifetime.
60	5 years	68	None	Sam receives 66⅔% of Elaine’s pension for his lifetime	Sam continues to receive 100% of Elaine’s pension for his lifetime.
60	10 years	69 ½	6 months	Sam continues to receive 100% of Elaine’s pension for the remaining six months of the guarantee period. Then his monthly pension payment drops to 66⅔% for his lifetime.	Sam continues to receive 100% of Elaine’s pension for his lifetime.

Integration with OAS

If you retire before age 65 and are eligible, you may have the option to take an advance on your HEB Manitoba pension that is paid until age 65. This advance provides you with a way to level your retirement income between the Pension Plan and Old Age Security (OAS). (OAS is a federal government benefit you may be entitled to at age 65.) *If you are eligible for this option, it will be included in your Pension Application package.*

How it works:

- The Pension Plan estimates the amount of OAS you may be entitled to at age 65. (The actual amount of OAS you actually receive may be higher or lower than this estimate and is determined by the federal government.)
- This estimated OAS amount is added to your monthly pension payment until you turn 65.
- When you turn 65:
 - Payment of the estimated OAS amount stops. (Payment stops regardless of whether you are entitled to OAS), AND
 - Your HEB Manitoba pension amount is reduced to recover the OAS advance. **This reduction applies for your lifetime and to any applicable survivor benefit.**
 - You must apply for the OAS benefit directly from the federal government.

The Integration with OAS option is not affiliated with the OAS program, and does not affect any OAS benefit that you may be entitled to receive from the federal government. For more information contact Service Canada at 1-800-277-9914.

If you have a spouse/common-law partner at retirement, legislation requires that they consent to Integration with OAS.

▲ This option does not benefit everyone. We suggest you consult with a financial advisor.

Examples

Integration with OAS

Jenny and Elahe have similar pensions, but different life stories – which led them to make very different choices about Integration with OAS.

Integration With OAS Made it Possible for Jenny to Retire Ahead of Plan

Jenny, who is 57, had originally planned to work to age 65, but now she wants to retire sooner to care for her elderly father. Stopping work eight years ahead of schedule poses immediate financial challenges for Jenny. She has only been a member of HEPP for six years, and doesn't have many other retirement savings. Because she is single, she has only her own financial resources. After meeting with a financial advisor, Jenny decided she would be able to cover her monthly expenses to age 65 if she took the monthly Integration with OAS advance on her pension.



Taking Integration with OAS allows her to level her income over her lifetime by taking more of her HEPP pension early and then paying back the advance once she becomes eligible for OAS.

Integration with OAS Wasn't Beneficial for Elahe

Elahe is 57, and has been a member of HEPP for six years. She and her husband, Aram, 58, are planning to retire this year. In addition to Elahe's HEPP pension, they will be able to rely on income from Aram's pension and a small inheritance from Elahe's parents. After meeting with a financial advisor, Elahe decided against Integration with OAS. Between them, she and Aram will already have enough income before age 65 to comfortably meet their expenses. Since she may continue to work part time after retirement, Elahe felt that taking the OAS advance would increase her taxable income without filling any true financial need.



By choosing not to take Integration with OAS, Elahe can look forward to enjoying a slightly higher income at age 65 and beyond.

Here are the options both Jenny and Elahe considered in making their decisions.

	Integration with OAS	No Integration with OAS
FROM AGE 57 TO AGE 65		
HEPP monthly pension before age 65	\$1,000	\$1,000
Advance from HEPP Pension to age 65	\$330	
Total amount from HEB Manitoba to age 65*	\$1,330	\$1,000
AGE 65+		
HEPP monthly pension at age 65+	1,000	\$1,000
Lifetime reduction (to repay the advance)	-\$288	-
Total amount from HEB Manitoba age 65+	\$712	\$1,000
Federal OAS at Age 65**	\$618	\$618
Estimated Total Monthly Income age 65+	\$1,330	\$1,618

Numbers in this example are for illustration purposes only and are subject to change. Use the pension estimator to see how OAS integration might affect your own pension.

* Some members may also receive supplementary and bridge benefits not reflected here.

** For April to June 2021 – Updated quarterly by the federal government. See Service Canada for more information. OAS eligibility is determined by the federal government. You may not be eligible for OAS, or your OAS amount may be less than the amount shown in the example.

Your Pension Beneficiary

If you are single, you may name anyone you want as your pension beneficiary. If you die before the end of the guarantee period, your beneficiary or beneficiaries will receive the value of your remaining guaranteed pension payments as a lump sum payment, less any amounts that are payable to the member only.

If you are married or in a common-law relationship (as defined by Manitoba's *Pension Benefits Act*) your spouse or common-law partner at retirement is your pension beneficiary for life unless they waive their rights by signing *Form 5A Waiver of 60% Joint Survivor Pension for Pension Plan or Locked-in Retirement Account*.

If they waive their rights by signing *Form 5A Waiver of 60% Joint Survivor Pension for Pension Plan or Locked-in Retirement Account*, you may name anyone as your pension beneficiary.

Definitions of Spouse and Common-law Partner

Under Manitoba's *Pension Benefits Act*, your spouse is the person who is married to you (the Plan member or former Plan member).

Your common-law partner is:

- A person who is in a registered common-law relationship with you under section 13.1 of *The Vital Statistics Act*, or
- A person who is not married to you but has lived with you in a conjugal relationship for a period of:
 - At least three years, if either of you is married, or
 - At least one year, if neither of you is married.

Definition of Single

You will be considered to be single for purposes of applying for your pension if one of the following applies:

- You do not meet the definition of married or common-law, as described above.
- You have been living in a common-law relationship for less than one year.
- You have been living in a common-law relationship for less than three years with a partner who is married to someone else.



After Retirement

Your Monthly Pension Payment

If you work in the month before your pension effective date, your first pension benefit will be paid four to six weeks after we receive:

- final payroll information from your employer AND
- all required documents from you.

Regular benefit payments will begin on the first of the next month.

Your monthly pension benefit payments are directly deposited into your bank account on the first business day of each month.

Deductions

Income tax is the only mandatory deduction from your monthly pension payment.

If you choose any of the post-retirement benefit coverage that you are eligible for, the benefit premiums will also be deducted from your monthly pension benefit.



Cost of Living Adjustments (COLAs)

There are two possible opportunities to help your pension keep up with the cost of living after you retire:

Cost of Living Adjustments from the Pension Plan

The HEPP Plan Text provides for the payment of COLA increases from the Pension Plan Fund when there are enough additional funds available. The last time HEPP paid a COLA benefit was in 2002.

A COLA granted from this fund is applicable to the member and their surviving spouse/common-law partner if a Joint and Survivor form of pension was chosen.

Cost of Living Adjustments from the COLA Plan

The HEPP COLA Plan (COLA Plan) is separate from HEPP and is funded by equal contributions from employers and employees. **Retired members do not contribute to the COLA Plan.**

The COLA Plan pays a COLA benefit to retired Pension Plan members each year in January, subject to approval by the HEPP COLA Plan Board of Trustees.

If you have received a monthly pension payment from HEPP for at least 12 months when a COLA is granted, you will automatically receive a COLA benefit payment.



The benefit will be paid as a one-time taxable lump sum, not monthly. Your regular monthly HEPP pension payments will remain the same.

The maximum COLA Plan benefit that may be payable in a given year will be two-thirds of the increase in the Canadian Consumer Price Index (CPI) from April to April.

Your COLA is always granted based on your monthly HEPP pension in payment. It does not compound based on any previous COLA amounts but is added to your previous years' COLA payments if applicable.

What happens if a COLA is not granted?

If the COLA Plan Funds do not have sufficient funds to grant a new COLA in any given year, your pension payments will continue as normal. Depending on the funds available, you might receive some or all of your previously granted COLAs as a cumulative prior COLA amount, even if a COLA is not granted to a given year.

How is my annual COLA Plan payment calculated?

Your monthly HEPP pension amount x 12 (months in the year) x COLA rate approved by the Board of Trustees for that year + prior years cumulative COLA amount = actual COLA payment for the year.

The COLA will be paid based on the pension you were being paid on December 1 of the previous year, including:

- *Any ad hoc COLA that is being paid from HEPP,*
- *Supplementary and bridge benefits, while you are receiving them, and*
- *Pensions that have been integrated with OAS on an actuarial equivalent basis.*

The COLA will not be paid on:

- *COLAs previously granted from the COLA Plan fund.*
- *Beneficiary or spousal pensions.*

COLA Plan Benefits and Relationship Breakdown

The COLA Plan is registered as a supplemental plan under the *Income Tax Act* but is not registered with the Pension Commission of Manitoba. This means it is not subject to the same rules as HEPP when it comes to such things as division of your pension if your marriage or common-law relationship breaks down.

If your relationship breaks down before you retire:

A COLA granted from this fund is not transferrable to a spouse/common-law partner or beneficiary when you die.

If your relationship breaks down after you retire:

Your former spouse/common-law partner is not automatically entitled to any part of your COLA because the COLA Plan is not subject to the same rules as HEPP. However, their actual entitlement will depend on the agreement you negotiate with them.

Returning to Work

If you return to work for a Participating Employer after you start receiving your HEB Manitoba pension, you will have a one-time option to either:

- Continue to receive your monthly pension (you will not contribute to the Pension Plan) OR
- Suspend your current pension benefit payments and start contributing to the Plan again. When your employment ends, we will reactivate your original pension and calculate an additional pension for the new period of employment.

Please contact us before deciding to suspend current pension payments. Normally, this option would not be in your best interest because:

- The suspended pension will not grow,
- You will not receive the “missed” payments retroactively, and
- Your guarantee period will still end as scheduled – five, ten, or 15 years after your original retirement date.



Relationship Breakdown After Retirement

If you chose a Joint and Survivor form of pension and you experience a marriage/common-law relationship breakdown after retirement, your former spouse/common-law partner is entitled to a portion of the monthly pension benefit based on the period of marriage/cohabitation.

You and your former spouse/common-law partner will receive your respective shares as monthly pension payments directly from HEB Manitoba.

Find more information about relationship breakdown and your pension in the *Relationship Breakdown Guide* or contact us for more information.

Marriage or Entering a Common-law Relationship After Retirement

Your new spouse or common-law partner is not automatically entitled to part of your pension if your relationship later breaks down or upon your death.

If you selected a Single Life pension option at retirement and the guarantee period has not ended, you may name your new spouse or common-law partner as a beneficiary.

If you selected a Joint and Survivor pension option, you may NOT name your new spouse or common-law partner as a beneficiary. Your spouse or common-law partner at retirement remains your pension beneficiary.

Other HEPP Documents

Members and other eligible persons may contact HEB Manitoba in writing to request a copy of the following documents:

- Annual financial statements.
- Statement of investment policies and procedures.
- Any documents required to be filed with the commission or superintendent, including the annual information return and actuarial valuation report and cost certificate.
- HEPP Plan Text and the plan texts for the predecessor plans (**MHO**, **STB** and **SBG**) that merged to establish HEPP.

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This guide does not create any rights to benefits. In the event of any error or omission in this guide, the legal requirements of the Plan and applicable pension legislation will govern.

Healthcare Employees' Pension Plan Canada Revenue Agency Registration Number: 0345793



More Information

You can get more information in the following ways:

hebmanitoba.ca

Visit **hebmanitoba.ca** for information about your benefits and to access the member portal.

Member Portal

Log in to the member portal at hebmanitoba.ca. You can use the tools on the member portal to:

- See coverage and premium details for your HEB Manitoba benefits
- Update your personal information
- Report life events to keep your coverage up to date
- View your Annual Statements and other HEB Manitoba documents
- Communicate with us on a secure platform
- Estimate your future pension amount
- And more...

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Please do not include personal information in your email.

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Direct privacy-related questions, comments, or requests to:

HEB Manitoba Privacy & Policy Office

Phone: 204-975-3197

Toll-free: 1-855-975-3197

Email: privacy@hebmanitoba.ca

You can read our Privacy Notice on our website at **hebmanitoba.ca**.