



The Cheshire Foundation in Ireland Policy on Pension Scheme (Ref. HR-001)

Policy statement

It is the policy of the Cheshire Foundation that a contributory pension scheme be operated to help provide pension benefits for staff who meet the qualifying conditions.

Purpose of this document

This document sets out the organisation's policy in relation to the operation of the standard pension scheme.

Scope of this policy

This policy covers all employees of the Cheshire Foundation.

References to other policies & documents

None at this date.

Supporting procedure

This policy is supported by an Operating Procedure (see attached) which forms part of the approved policy.

Approval of the Board of Trustees

This policy (and supporting operating procedure) has been approved by the Board of Trustees of the Foundation.



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Definitions

The following definitions apply throughout this document:

1. **The Foundation** The Cheshire Foundation in Ireland
2. **Employees** All full-time, part-time and temporary employees who meet all the following criteria:
 - Have an employment contract for a period of more than 1 year, and
 - Have completed 6 months' service, and
 - Are aged over 21 and under 65 years, and
 - Are not employed as relief workers. (*Relief workers are defined as employees who have no guaranteed regular weekly hours of working.*)
3. **Pension scheme** The Cheshire Foundation in Ireland Pension Scheme

Operating Procedure

General conditions

1. Membership of the Pension Scheme is part of the contract of employment for all employees.
2. The Pension Scheme is a defined contribution scheme, with an employee contribution level of 5% on total PAYE earnings and an employer contribution level of 7% of total PAYE earnings. Employees may make additional voluntary contributions (AVCs), if they wish.
3. Full details of the Pension Scheme are contained in the Member's Handbook, available from each Payroll Administrator.

Detailed procedures

1. An employee who becomes eligible to join the Pension Scheme must complete and sign a Scheme Membership Form, and return this form to the Payroll Administrator for implementation. The employee must provide an original birth certificate and marriage certificate (if applicable) with the form, for noting by the Pension Scheme Administrators.
2. An employee must complete and sign a Scheme Expression of Wish Form, and return this to the Payroll Administrator.
3. An employee wishing to make Additional Voluntary Contributions must complete an Authorisation form and return this to the Payroll Administrator.
4. An employee who leaves the employment of the Cheshire Foundation must advise their Payroll Administrator on their choice of option regarding their retirement fund account.



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Approved forms for use with this procedure

The following forms are in use:

1. Scheme Membership Form
2. Expression of Wish Form
3. Authorisation form

These forms are included in the Members Handbook and are also available from each Payroll Administrator.