TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 FROM: Karen MacDonald, Chief Human Resources Officer

 Human Resources

RE: BRANDON UNIVERSITY PENSION PLAN

As an employee of Brandon University you are eligible to join our Pension Plan effective the first day of your current term of employment. Ours is a defined benefit plan with the employee contributing approximately 8% and the University 8.05% of earnings. Participation is not mandatory for you at this time, however we need you to repond, by completing the tear-off sheet below and returning it to Human Resources, (along with your signed contract if applicable) and advising us of your decision.

Please note that your participation in the Pension Plan may affect the amount you are permitted to contribute to an RRSP. If you have any questions please do not hesitate to call Human Resources at 727-7442. The Brandon University Retirement Plan text is available for viewing at the following on-line location:

 https://www.brandonu.ca/hr/benefits/

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BRANDON UNIVERSITY PENSION PLAN

Please check off the appropriate box below.

 I wish to join the Pension Plan. Payroll deductions will be made

 accordingly. (If you have chosen this option, please contact Human

 Resources as soon as possible.)

 I do not wish to join the Pension Plan at this time.

PLEASE RETURN TO: Human Resources

 Brandon University

 Room 337, Clark Hall

 270-18th Street

 Brandon, Manitoba R7A 6A9

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please find enclosed a TD1 to be completed and returned to Human Resources.