

January 26, 2022



Marie Edwards
President, CUPE Local 254

HUMAN RESOURCES
Fleming Hall
Stewart-Pollock Wing
78 Fifth Field Company Lane
Queen's University
Kingston, Ontario Canada K7L 3N6
Tel: 613-533-6000
www.queensu.ca/humanresources

Re: Temporary UPP Member Services

Dear Marie,

Effective July 1, 2021, the assets and liabilities of the Queen's Pension Plan were transferred to the University Pension Plan Ontario ("UPP"). As the administrator of the UPP, the UPP Board of Trustees is responsible for providing member services to all members of the UPP.

The UPP Board of Trustees entered into an agency agreement with Queen's University under which the Queen's Human Resources Pension Services unit will provide certain member services on behalf of the UPP Board of Trustees, on a temporary basis, to Queen's University employees and former employees.

During this temporary period, employees who elect to retire shall, wherever possible, notify the Queen's Human Resources Pension Services unit at least 6 months prior to their retirement date to discuss and begin making necessary arrangements for retirement.

Employees seeking information regarding retirement may also contact the Queen's Human Resources Pension Services unit.

This will automatically expire when member services are no longer part of the agency agreement between Queen's University and the UPP Board of Trustees.

For clarity, this letter does not form part of the Collective Agreement between Queen's University and CUPE Local 254 (the "Collective Agreement") and does not alter the terms of the Collective Agreement.

Regards,

Steven Millan
Associate Vice-Principal, Human Resources