HOOPP
Healthcare of Ontario Pension Plan

The HOOPP Handbook

Contents

Welcome to your pension plan

The Healthcare of Ontario Pension Plan (HOOPP) is one of Canada's largest and most respected defined benefit (DB) pension plans.

This booklet provides you with an overview of the main features of your HOOPP pension and how it can help provide financial security when you retire. It also outlines information about your rights and responsibilities as a member of HOOPP.

How does a DB pension like HOOPP work?

HOOPP, as a DB pension plan, provides a monthly income that begins in retirement and is paid for the rest of your life. The amount you receive is based on a formula that takes into account your ***earnings***, the number of years you have been contributing to the Plan and your age when you start your pension. Since your pension is based on a formula, before you retire, you can estimate how much you will receive each month. You may also benefit from additional features such as early retirement options and inflation protection.

At HOOPP, we put you first. You are our member, not our customer, and we aren't driven by profits or private interests. We were established in 1960 for one purpose: to provide lifetime pensions to Ontario's healthcare workers.

Meanings of specific terms

Some terms in this booklet have specific meanings in the context of the Plan. These terms appear in ***bold italics*** the first time they are mentioned in the booklet and a *Summary of terms* can be found at the back of the booklet to help explain them. You'll also find a more detailed glossary on **hoopp.com/glossary**.

HOOPP Board of Trustees

HOOPP is a private trust fund operating on a not-for-profit basis, set up for the sole purpose of administering and providing DB pensions for healthcare workers in Ontario.

The HOOPP Board of Trustees governs the Plan and Fund, focused on HOOPP's mission to deliver on our pension promise. The Board's sole function is the administration of the HOOPP Plan and the investment and management of the assets of the Fund.

The Board is made up of 16 voting members: eight are appointed by the Ontario Hospital Association (OHA), and the remaining eight are appointed by the following four unions (who may each appoint two trustees):

- The Ontario Nurses' Association (ONA)
- The Canadian Union of Public Employees (CUPE)
- The Ontario Public Service Employees Union (OPSEU)
- The Service Employees International Union (SEIU)

For more information on the Board, visit **hoopp.com/boardoftrustees**.

The benefits of being a member

You will not outlive your pension. It will be paid for the rest of your life.

Your pension is reliable. It's based on a formula, not stock market returns; you won't have to make investment decisions or stress about market fluctuations.

The HOOPP Fund is managed by investment professionals. Our experienced investment team manages the Fund on behalf of HOOPP members to provide a secure ***lifetime pension***.

You decide when to retire. You have control over when you start your pension and can start receiving it as early as age 55. The choice is yours.

Your pension is yours to keep. If you leave your HOOPP employer, you are still a member of the Plan, so you can keep your pension with HOOPP. That way, if you join an employer offering HOOPP in the future, you can keep building your HOOPP pension. Even if you don't, your pension stays secure in the Plan.

You get more for your money. With HOOPP, you may have access to early retirement benefits, disability benefits, survivor benefits and inflation protection, at no additional cost to you.

1. Getting to know HOOPP

HOOPP provides you with a secure retirement income for life. This section explains who can join HOOPP, how much you and your employer contribute, and how you can watch your pension grow.

Who can join HOOPP?

Full-time employees

If you're a full-time employee at a HOOPP employer, you're automatically a member.

Part-time employees

If you're working at a HOOPP employer as a part-time employee, you can join HOOPP at any time during your employment. That means you can start building a secure retirement income as soon as you're hired. Part-time employees also include those who are not classified as full time by their employer, which may include contract, temporary and casual employees.

How to join HOOPP and why joining is the right choice

Unlike other retirement savings plans, you don't have to make investment decisions or stress about market fluctuations. HOOPP makes it easier to prepare for tomorrow so you can focus on what matters most today. Your contributions each pay period go towards providing you a secure retirement income for life – and you'll get more than you contributed. Contact your HR department to join.

Is your employer new to HOOPP?

If you were a full-time or a part-time employee before your employer joined HOOPP, you have the option to join the Plan at any time.

Working at multiple HOOPP employers

If you work for more than one HOOPP employer, you can decide if you want to join HOOPP for each part-time job you have. Once you are enrolled, you will generally remain a member of HOOPP until you leave all your employers where you are enrolled and contributing.

In some instances, you can choose to stop contributing to the Plan where you work part time; for example, at the time that you switch from full time to part time at your employer or, if you are enrolled as a part-time employee, at the time that you get a second job that is full time. For more information about your options for building your pension in different employment scenarios, visit **hoopp.com/employmentchanges**.

Not a member yet?

To learn more and see the difference that the HOOPP pension makes, visit **hoopp.com/joinhoopp**.

How much you contribute

To help build your pension, you and your employer will make regular contributions to the Plan each pay period. **Every dollar you contribute towards your HOOPP pension immediately reduces your taxable income. Since your pension contributions are made through automatic payroll deductions, you don't pay tax on that portion of your salary.**

Your employer will calculate your contributions and deduct them directly from your pay. The amount you contribute to HOOPP is based on your earnings and the Plan's contribution rates.

Pensionable earnings

In general, whether you are full time or part time, you contribute to HOOPP on the ***pensionable earnings*** you receive from your HOOPP employer up to the full-time equivalent hours for your position.

Pensionable earnings are the regular, straight time portion of wages, salary and other amounts that you are paid in relation to the hours, weeks, or other specific periods of time that you're employed, and that form a regular and integral part of your earnings from your employer up to the full-time hours for your position.

Your pensionable earnings may be less than the actual employment earnings you receive from your employer. Some examples of pensionable earnings include:

- your regular wages
- the regular pay portion (or straight time pay), up to the full-time hours for your position that you are paid for:
    - working overtime, on a weekend, during a statutory holiday, for an unscheduled extra shift or where you are called in while on "stand-by"
    - time off in lieu of overtime (banked hours)
    - paid vacation
- a regularly occurring bonus that represents a fundamental and recurring component of an employer's long-term compensation program

If you're an ***incorporated physician***, your pensionable earnings, expressed on an annualized basis, are subject to your ***upper earnings limit*** and ***lower earnings limit***.

Contribution rates

As a member of the Plan, you currently contribute 6.9% of your earnings up to the ***year's maximum pensionable earnings (YMPE)*** and 9.2% of your earnings above the YMPE. Whether you are full time or part time, your employer applies these rates to your pensionable earnings expressed on an annualized basis.

In other words, they use the pensionable earnings you would have if you worked full-time hours. If you worked less than full-time hours, they prorate your contributions based on the percentage of full-time hours you worked. For example, a part-time employee who has the same hourly pay as a full-time employee but works half the hours will contribute half as much.

Your employer currently contributes $1.26 for every dollar you contribute. HOOPP sets these member and employer contribution rates annually.

Keep in mind

Since HOOPP is a DB plan, your pension is based on a formula, not your contributions. When you retire, your HOOPP pension will be worth more than you contributed.

For more information about how your pension works, including examples of full-time and part-time workers and how much they contribute, visit **hoopp.com/pension101.**

2. The pension you'll receive

Your HOOPP pension may be one of your most valuable financial assets for retirement.

How your pension is calculated

Let's take a closer look at how your lifetime monthly pension is calculated, starting with a breakdown of the Plan formula.

To calculate your lifetime pension, we use:

- your ***average annualized earnings***
- your years of ***contributory service*** and ***eligibility service***
- the ***average YMPE***

For each year of contributory service, you receive 1.5% of your average ***annualized earnings*** up to the average YMPE, plus 2% of your average annualized earnings above the average YMPE. Each of these terms is defined in the *Summary of terms* found at the back of the booklet.

Eligibility service is used to calculate an adjustment to your pension if you choose to retire early. HOOPP's early retirement features, including the ***bridge benefit***, are explained in the *When you can retire* section of this booklet, along with a feature for members who retire later. For more examples of how your pension is calculated and to see how much more you get from your lifetime pension, visit **hoopp.com/pension101**.

Did you know?

Supported by the overall strength of the Plan, HOOPP has periodically approved pension increases for eligible active members. This means that eligible members will receive a larger lifetime pension for certain past service than they would have prior to the improvements. A corresponding adjustment to the bridge benefit applies for those who retire early.

Watch your pension grow

Pension Estimator on HOOPP Connect

With the Pension Estimator you can get a personalized estimate of what your future pension could look like at key milestone dates, and how it can change based on different factors and possibilities, such as:

- retiring early or later
- changing your future work schedule (e.g., from full time to part time or vice versa)
- any future salary increases

Plus, you can save and compare different retirement ages and scenarios to come back to later. Visit **hoopp.com** and select *Sign in* to get started.

Annual statement

Your annual statement is an important planning tool where you can find out when you can retire, see your future pension at key milestone dates and verify your personal information.

To view your annual statement each spring, sign in to HOOPP Connect and select *Annual Statements* from the top navigation bar. It will be available online on HOOPP Connect and sent by mail, unless you elect to receive it electronically only.

Inflation protection

HOOPP may provide inflation protection to pensions through a ***cost of living adjustment (COLA)***. For more information about HOOPP's inflation protection, visit **hoopp.com/inflationprotection**.

3. How to increase your HOOPP pension

Over the course of your HOOPP journey, you may have opportunities to maximize your pension by increasing your contributory service and eligibility service. This section outlines the options that may be available to you.

HOOPP offers options to increase your service so you can build a bigger pension. These include:

- contributing during a leave
- ***buying back service***
- working for multiple HOOPP employers

Contributing during a leave

There may be times when you take a leave of absence from work, perhaps because you're having a baby, or you need to tend to a personal emergency. In many cases where your employer has approved your leave, you can continue to make contributions to your pension.

You have the option to make contributions if the reason for your leave is defined under the *Employment Standards Act* (ESA). Examples include pregnancy/parental leave, family medical leave, and personal emergency leave. If you choose to make contributions, your employer will also contribute.

Your employer may grant other types of leaves, for example, for travel or education. If your employer approves a leave not defined under the ESA that lasts less than 31 days, you and your employer must contribute. If your employer approves a leave that is 31 days or more, your employer decides whether you can make contributions. If you are permitted to contribute and do so, your employer must contribute as well.

How to make contributions for your leave

If you decide to make contributions or are permitted to do so, you have two options:

- Contribute while you're away, as though you were working.
- Pay the lump sum of your contributions no later than six months from the end of your leave.

It's in your best interest to make these contributions **as soon as possible**. If you delay making contributions following the end of your leave, HOOPP may be required to report a past service pension adjustment (PSPA) to the Canada Revenue Agency (CRA). The CRA will reduce your available registered retirement savings plan (RRSP) contribution room by the amount of the PSPA and must certify the PSPA before your leave period can be recognized by HOOPP. If the CRA does not certify the PSPA, please contact our Member Services team to discuss your options.

Certain limits apply. Speak with your employer to make arrangements for your contributions. To learn more about the benefits of contributing to HOOPP during a leave, visit **hoopp.com/takingtimeoffwork**.

Note: There are different rules for health leaves. More information is provided in the *Life changes* section of this booklet.

Buying back service

HOOPP allows you to maximize your pension by buying eligible past service. By doing this, you may gain additional contributory service and eligibility service in the Plan, thereby increasing your overall pension at retirement.

You can buy back service at any time before you retire or terminate your membership in the Plan. The cost of buying back service depends on a number of factors, such as your age, earnings and years in the Plan. You can buy back all or part of your service.

Here are examples of service periods that you can buy back:

- eligible periods of service with a HOOPP employer
- prior service with another pension plan

Benefits from another pension plan

If you have a pension in another registered pension plan in Canada, you may be able to combine it with your benefits in HOOPP. If you previously moved that pension into a locked-in retirement account (LIRA) or RRSP, you may still have the opportunity to transfer it into HOOPP. In some cases, there may be limits to the HOOPP benefits you can build with transferred service.

For more information about buying back service, visit **hoopp.com/buyingbackservice**. To discuss your options and to request a personalized quote, please contact our Member Services team.

Working for multiple HOOPP employers

When you contribute at more than one employer, you may be able to build more service or be credited with higher earnings for pension purposes, which may help you build a bigger pension. For the full list of HOOPP employers, visit **hoopp.com/employerlist**.

For more information about working for multiple HOOPP employers, visit **hoopp.com/multipleemployers**.

4. When you can retire

Different retirement dates can impact your overall HOOPP pension amount, with factors like your age, eligibility service and other considerations playing a role. That's why you should choose your retirement date carefully.

Choosing a retirement date

As a HOOPP member, you have the flexibility to start receiving your lifetime pension as early as age 55. The choice is yours.

Retire early

If you retire before you reach either age 60 or 30 years of eligibility service (whichever comes first), you will receive an adjusted pension to reflect the fact that you will probably receive it for a longer period. And if you happen to be under the age of 60, reaching 15 years of eligibility service will provide you a better retirement benefit. In general, the later you retire, or the more years of service you have, the larger your pension will be.

For information on how your pension is adjusted based on your age and completed years of eligibility service, visit **hoopp.com/whencaniretire**. You may also use the Pension Estimator on HOOPP Connect to get a personalized estimate of what your pension could look like at different retirement dates.

Bridge benefit

If you retire between the ages of 55 and 65, you'll receive a temporary bridge benefit paid monthly, along with your lifetime pension. Your bridge benefit will continue to be paid until age 65 or you pass away, whichever happens first, and does not stop if you take your CPP early.

For each year of contributory service, you receive a bridge benefit of 0.5% of your average annualized earnings up to the average YMPE. If you retire before reaching age 60 or 30 years of eligibility service, or if you were eligible for any past service improvements to your lifetime pension, your bridge benefit will be adjusted.

Retiring at 60 or with 30 years of service

Once you reach age 60 or 30 years of eligibility service, you can retire without an early retirement adjustment. You will also receive a monthly bridge benefit until age 65.

Retire later

If you choose to keep working, every additional year that you participate in HOOPP will increase your pension. You can continue growing your HOOPP pension until December 1 of the year that you reach age 71. At that time, you will need to start your pension, even if you continue working.

To reflect the fact that you've started your pension later, the portion of your pension that you built before age 65 will be increased. It will go up by 0.5% for every month that you work past age 65.

If you left your HOOPP employer, there's no advantage for you to delay your pension after age 60, as you are not building contributory service and no longer have an early retirement adjustment.

Getting started with your retirement

When you're ready to start your pension, there are a few important things to keep in mind.

Inform your employer

To ensure that you start receiving your HOOPP pension on time, you are responsible for giving your employer sufficient notice of when you intend to retire. If you are enrolled in HOOPP at more than one employer, please make sure that you tell all of them about your retirement. Then, your employer(s) will notify us on your behalf, and we'll take care of the rest.

In order to start receiving your HOOPP pension, you must end your employment with all your HOOPP employers. There are limited exceptions. You may continue to work and receive a HOOPP pension without ending your employment with a part-time employer where:

- you did not enrol in HOOPP, or
- you enrolled and then waived contributions in HOOPP when you switched from full time to part time or when you got a new full-time job.

Review your spousal and beneficiary information

Be sure to keep your spousal and ***beneficiary*** information up to date. This can help ensure that we provide you with the right benefit options when you're retiring, and ensure that any eligible benefits will be distributed according to your wishes. It is your responsibility to ensure your loved ones know how to contact HOOPP in the event that you pass away.

Choosing the right option for your spouse

If you have a ***qualifying spouse*** at the time of your retirement, you will have three options for a spousal benefit. There are a few considerations to keep in mind when thinking about the right option for your personal situation. By taking some time to read about these options and discussing them with your spouse, you will be more prepared to make an informed election when you retire, and this can also support your estate planning.

Plan for the future

For more information and to use the interactive Survivor Benefits Guidance Tool, visit **hoopp.com/survivorbenefits**. The tool offers education and guidance to help you learn about survivor benefits available to your loved ones, after you pass away in retirement.

If you no longer work for a HOOPP employer

If you deferred your pension after leaving your HOOPP employer, it is your responsibility to contact HOOPP to notify us of the date you want to start receiving your pension. Your pension cannot be paid retroactively and can begin only after you provide HOOPP with all the information required.

Small pension rule

If your pension is considered to be a small amount under rules set out by the *Pension Benefits Act*, and under the terms of the *HOOPP Plan Text*, you have the choice to receive either a monthly payment or the ***commuted value*** of your pension benefit in a one-time lump-sum payment. If this option is available to you, more details will be provided in the retirement package you receive from HOOPP.

For more information about the retirement process, visit **hoopp.com/retirementplanning** or read our *Planning for Retirement* booklet on **hoopp.com/resources**.

5. Life changes

Many changes can occur over the course of your life, both before and after retirement. This section explains what happens to your pension in the event of leaves of absence, employment changes and relationship changes.

Health leaves and disability benefits

If you are placed on a health leave by your employer because you are unable to work due to physical or mental illness, or injury, you can continue to build your pension. These benefits let HOOPP work for you when you can't.

HOOPP offers two disability benefits:

- ***Free accrual*** lets you continue to build your pension while you're unable to work, at no cost to you or your employer.
- ***Disability pension*** entitles you to an immediate unreduced monthly pension based on the contributory service you've earned to date, and is available if you are assessed to be ***totally and permanently disabled***.

To be eligible to apply for these benefits, your employer will need to inform HOOPP that you are on a health leave. The first 15 weeks of an employer-approved health leave is known as the qualifying period. During this time, you and your employer make contributions to your pension based on any employment earnings that you receive. If your earnings are reduced during this time, you can choose to top up your contributions through your employer. Free accrual can only begin after the qualifying period has ended. There is no qualifying period for a disability pension; if approved by HOOPP, you can begin receiving this benefit immediately.

HOOPP will provide you with a copy of our *Disability Benefits* booklet and the medical forms once you have reached 15 weeks of your health leave or you may access them from HOOPP Connect. You will need to apply for disability benefits by completing and returning the required information.

HOOPP will review your application and the medical evidence you provide to assess whether you meet one of the Plan's definitions of disability. If you are not approved for disability benefits, you can reapply by submitting the required information and medical evidence at any time during your health leave, or you may be eligible to appeal this decision within 60 days.

For more information, read our *Disability Benefits* booklet on **hoopp.com/resources**.

In the event of a shortened life expectancy

If a doctor licensed in Canada gives a medical opinion that you have a life expectancy of less than two years, you can apply to HOOPP to unlock and withdraw funds from your pension. Your qualifying spouse, if you have one, must also give their consent to withdraw the funds.

For more information about HOOPP disability benefits, including shortened life expectancy, visit **hoopp.com/disability** or contact our Member Services team.

Relationship changes

It's important to know how starting or ending a spousal relationship may impact your pension and the survivor benefits that may be payable when you pass away. More information about HOOPP's survivor benefits is provided in the *Survivor benefits* section of this booklet.

Starting a spousal relationship

Before retirement

Your qualifying spouse is, by law, entitled to receive survivor benefits when you pass away. It is important to understand if you have a qualifying spouse and to keep your spousal information up to date on HOOPP Connect.

After retirement
If you start a new relationship after you retire, you may be able to provide your new spouse with a spousal pension in the event that you pass away first. You will need to contact our Member Services team to start this process — time limits and conditions apply. Your pension will be adjusted to reflect the cost of providing this benefit, based on your age and the age of your spouse at the time the choice is made. For more information, visit **hoopp.com/survivorbenefits**.

Ending a spousal relationship

Your HOOPP pension may be considered part of your family property upon a relationship breakdown. If you separate from your spouse, you can request a family law valuation from HOOPP that reflects the value of the pension built during your spousal relationship. For more information on getting a valuation or about dividing a pension on relationship breakdown, visit **hoopp.com/lifechanges**. To start this process, contact our Member Services team.

If you have a qualifying spouse when you retire and then you separate or divorce, they will still be entitled to receive a spousal pension after you pass away. If you both agree, there is a process for you to jointly waive their spousal pension entitlement, subject to certain conditions. Contact our Member Services team for more information.

If you leave your HOOPP employer before retirement

As a HOOPP member, you are entitled to a pension when you retire. If you leave your HOOPP employer before it is time to start your pension, you can simply remain a member of the Plan, and your pension will remain safe and secure until you're ready to retire.

Your options will depend on your age, the value of your benefit and what kind of pension plan, if any, your new employer offers. Please note that if you are age 55 or older, you have the option to start receiving your monthly pension immediately. Otherwise, your two main options are:

Staying a HOOPP member (deferring your pension). Keeping your pension with HOOPP means it will remain secure in the Plan, and you can collect it when you reach retirement age. For more information about your retirement options, visit **hoopp.com/whencaniretire**.

Taking your pension out of HOOPP. Transferring your pension out of HOOPP is a big decision that you need to consider carefully. Once you make the transfer, you will no longer be eligible to receive benefits from HOOPP. Time limits may also apply.

For more information on what happens when you leave your HOOPP employer, visit **hoopp.com/leavingyouremployer**.

Returning to work after retirement

Are you considering returning to work after retirement? If you go to work for a non-HOOPP employer, your pension will not be affected.

If you return to work at a HOOPP employer, keep in mind that you can't receive pension payments and contribute to HOOPP at the same time. You will have two options:

- continue receiving your HOOPP pension without re-enrolling in the Plan, or
- temporarily stop your pension payments, re-enrol in the Plan and resume making contributions to build your HOOPP pension

For more information about returning to work after retirement, visit **hoopp.com/workingafterretirement** and contact our Member Services team for an estimate that can help you decide whether or not to re-enrol.

6. Survivor benefits

Survivor benefits are a feature of the Plan that can help provide for your loved ones whether you pass away before or after retirement.

Your qualifying spouse is, by law, entitled to receive survivor benefits when you pass away.

If you don't have a qualifying spouse at retirement, your beneficiary may be entitled to receive HOOPP's survivor benefits. A beneficiary can be any person, persons or organization you choose. If you don't choose a beneficiary, or your beneficiary passes away before you, any benefits payable when you pass away will go to your estate as a lump-sum payment (less applicable withholding taxes).

If you pass away before retirement

With a qualifying spouse

If you pass away before your pension begins, your qualifying spouse is entitled to receive a survivor benefit. Your spouse can choose to receive these benefits as a monthly lifetime pension or a lump-sum payment representing the commuted value of your pension.

Without a qualifying spouse

If you do not have a surviving qualifying spouse, your beneficiaries will receive a taxable lump-sum amount representing the commuted value of your pension.

If you pass away in retirement

With a qualifying spouse

When you pass away in retirement, your qualifying spouse at the time of your retirement is entitled to receive 66 2/3% of your monthly pension, not including a bridge benefit, for the rest of their life. When you retire, you may choose to increase this benefit to 80% or 100% of your monthly pension. These options will result in an adjustment to your pension to reflect the additional benefit for your spouse.

If you pass away within five years of your retirement date, your qualifying spouse will receive the same monthly benefit as you (not including the bridge benefit) for the rest of the five-year period. When the five-year period ends, your spouse will receive 66 2/3%, 80%, or 100% of your monthly benefit, depending on your choice at retirement. If both you and your spouse pass away before the end of the five-year period, the remaining payment will go to your beneficiaries or, if there are none, to your estate.

Without a qualifying spouse

If you do not have a qualifying spouse at retirement, or if your spouse waived their entitlement, and you pass away before receiving 15 years of payments, your beneficiaries will be eligible to receive a survivor benefit. Your beneficiaries can choose to receive this benefit as either a continuation of your monthly pension payments (not including the bridge benefit) for the balance of the 15 years or as a taxable lump-sum payment representing the value of the remaining payments.

If your beneficiary also dies before 180 payments have been made, the value of the remaining pension payments, excluding any early retirement benefits, will be paid to your beneficiary's estate as a lump sum.

Waiving survivor benefits

If you pass away before retirement

Your qualifying spouse has the right to waive their entitlement to pre-retirement survivor benefits. HOOPP will pay any survivor benefits to your beneficiaries or your estate, as applicable.

If you pass away after retirement

Within the 12 months leading up to your first pension payment, you and your qualifying spouse can choose to waive the right to a spousal pension. This choice must be made before your pension payments begin. Instead, HOOPP will pay any survivor benefits to your beneficiaries if you pass away before receiving 15 years of payments.

Once your pension payments begin, a waiver cannot be reversed. Please contact our Member Services team for more information.

7. We’re here to help

You can get the information you need about your pension and the Plan in the following ways:

Online

Visit **hoopp.com** for educational guidance and information about the value of your HOOPP pension. If you’re new to the Plan, visit **hoopp.com/newtohoopp**.

To access your personal pension information, sign in to your secure member portal, HOOPP Connect, where you can do the following:

- use the Pension Estimator to see what your future pension could look like
- update your personal information
- view your annual statements and other HOOPP documents
- send and receive secure messages

Member services

Our pension experts offer personal service to help you make informed decisions about your pension. Our Member Services team can walk you through the options that are right for your personal situation, so you can get the most out of your pension. If you have questions at any point about your pension, contact our Member Services team at 416-646-6445 or toll-free at 1-877-43HOOPP (46677), Monday to Friday, 8 a.m. to 5 p.m., Eastern Time.

Member education sessions

Join us for engaging in-person or online education sessions to learn more about how your pension works and other topics, to help ensure you get the most out of your retirement. Visit **hoopp.com/pensionseminars** for more information and to register.

Stay in the loop with HOOPP!

HOOPP relies on you to keep your personal information up to date. Keeping your personal information up to date allows us to deliver your pension information on time and correctly.

Use HOOPP Connect to confirm or update your personal information, including your:

- personal email address
- mailing address
- spouse (if applicable) and beneficiaries

Visit **hoopp.com** and select *Sign in* to get started. After you've signed in, go to *Update My Personal Information*. You can also contact our Member Services team to update your personal information.

Privacy

Your privacy is important to us. At HOOPP, safeguarding the privacy of our members is a priority. We collect, use and disclose our members' personal information for the purpose of administering the Plan; this refers primarily to administering pension benefits and paying pensions after retirement. For more information on HOOPP's privacy policies and practices, please visit **hoopp.com**.

Your right to information about the Plan

As a member, you have the right to access the *HOOPP Plan Text*, HOOPP's *Statement of Investment Policies and Procedures*, and other information about the Plan. Please contact our Member Services team for more details or information about the Plan.

Grow-in rights

Effective July 1, 2012, HOOPP's Board of Trustees elected to exclude HOOPP and its members from the grow-in provisions under Section 74 of the *Pension Benefits Act*.

Special arrangements

If you joined HOOPP as the result of a merger, amalgamation, or divestment, or if your HOOPP employer participates in the Plan for a specified eligible group of employees, the information provided in this booklet may not apply to you or may apply differently in accordance with your employer's participation agreement or the *HOOPP Plan Text*. Contact our Member Services team for more information.

Retirement compensation arrangement

A portion of your pension benefit may be payable from HOOPP's retirement compensation arrangement (RCA). An RCA provides supplementary pension benefits to members whose pension exceeds the maximum amount permitted for a registered pension plan under the *Income Tax Act*.

8. Summary of terms

The following are simplified explanations of the key terms used in this booklet. Many of these terms are defined in the *HOOPP Plan Text,* the official Plan document, which is available on **hoopp.com** or by contacting our Member Services team.

Annualized earnings: Earnings you are credited within a calendar year that count toward your HOOPP pension. If you work part time or less than one full year, your annualized earnings will be based on what you would earn if you worked full time for the whole year.

If you're an incorporated physician, your annualized earnings in a calendar year are based on the greater of your pensionable earnings expressed on an annualized basis (up to your upper earnings limit) and your lower earnings limit.

Average annualized earnings: The highest average of your annualized earnings during any consecutive period(s) of five years of eligibility service before your benefit is calculated. Benefits are calculated when you retire, terminate or pass away.

Average year's maximum pensionable earnings: The average of the YMPE for the five years before your HOOPP benefit is calculated. Your benefit is calculated when you retire, terminate or pass away.

Baseline earnings: If you're an incorporated physician, these are the pensionable earnings you are expected to receive in a calendar year, expressed on an annualized basis. Your baseline earnings for your first year of membership are established by your employer (Medicine Professional Corporation or MPC). In each subsequent year, your baseline earnings are your annualized earnings from the previous year.

For the purposes of contributing to the Plan, your employer (MPC) applies HOOPP's contribution rates to the greater of your pensionable earnings expressed on an annualized basis (up to your upper earnings limit) and your lower earnings limit.

Beneficiaries: The person(s) or organization(s) you designate to receive any benefits which may be payable when you pass away if you do not have a qualifying spouse, or if spousal benefits have been waived.

Under the *Pension Benefits Act*, your qualifying spouse will receive benefits instead of your beneficiaries.

Bridge benefit: A temporary monthly benefit payable in addition to your lifetime pension if you retire early. Your bridge benefit will continue until age 65 or you pass away, whichever happens first.

Buying back service: A provision HOOPP offers that enables you to purchase eligible periods of service that occurred in the past in order to increase your pension benefit in retirement.

Commuted value: The lump-sum value of your earned pension is referred to as its commuted value. This is the estimated amount of money that HOOPP would have to set aside today to pay for your pension in the future. The commuted value changes based on factors such as age, life expectancy, inflation and interest rates.

Your commuted value will include interest from the calculation date to the payment date. If more than 12 months have passed since the calculation date, HOOPP will recalculate the value.

Contributory service: The length of time you have contributed to HOOPP. It includes any free accrual and periods gained by buying back service and excludes non-contributory leaves. Contributory service is used to calculate your pension.

If you're an incorporated physician with pensionable earnings in a calendar year that, when expressed on an annualized basis, are less than your lower earnings limit, your contributory service will be adjusted proportionally.

Cost of living adjustment (COLA): HOOPP may provide inflation protection to pensions through COLA. HOOPP uses the Consumer Price Index (CPI), a measure of the rate of inflation, when determining COLA. Annual COLA is not guaranteed, except for contributory service before 2006, which is guaranteed at 75% of the previous year's rate of increase in the CPI, up to a maximum of 10%. For more information about HOOPP's inflation protection, visit **hoopp.com/inflationprotection**.

Disability pension: A disability benefit offered by HOOPP which allows you to take an immediate pension without early retirement adjustments if HOOPP determines you are totally and permanently disabled. It is based on your contributory service (including any free accrual) accrued up to the date you start your disability pension. While your disability pension is not subject to early retirement adjustments, you will not be entitled to bridge benefits.

Earnings: HOOPP uses a number of different measures of earnings for the purposes of calculating required contributions and benefit entitlements, each of which may differ from the actual employment earnings you receive from your employer.

HOOPP calculates your earnings for benefit purposes each year using the total contributions received from you to express your pensionable earnings on an annualized basis. If you contribute at more than one employer in the year, your earnings for benefit purposes are calculated using your total contributions from all of your employers. Your pension benefit is calculated using the average of your best five consecutive years of earnings.

Earnings limit adjustment: If you're an incorporated physician, this is the amount that establishes your upper earnings limit and lower earnings limit. It is determined in each calendar year as the previous year's rate of increase in the Consumer Price Index (CPI) plus 1%, multiplied by your baseline earnings.

Eligibility service: The length of time you have been a member of HOOPP. It includes any free accrual and periods gained by buying back service and excludes certain periods when you did not make contributions to the Plan. Eligibility service is used to determine the reduction (if any) that will apply to your pension if you decide to retire early.

Free accrual: A disability benefit offered by HOOPP that allows you to continue to build your HOOPP pension while you are disabled, without the need to make contributions. Free accrual is subject to maximums related to your age, total contributory service and level of disability.

Incorporated physician: A medical doctor licensed to practice medicine and operating under a Medicine Professional Corporation (MPC) in Ontario.

An incorporated physician who is identified as participating within their MPC's HOOPP participation agreement will join HOOPP and be deemed to be a full-time member.

Lifetime pension: The monthly lifetime payment you will receive from HOOPP at retirement, based on HOOPP's DB pension formula. This does not include the bridge benefit for members who retire early.

Lower earnings limit: If you're an incorporated physician, these are your minimum pensionable earnings, expressed on an annualized basis, on which you can build benefits without an adjustment to your contributory service. Where your annualized pensionable earnings are less than your lower earnings limit, your contributory service is adjusted proportionally. This limit is determined in each calendar year as your baseline earnings minus your earnings limit adjustment.

Partially disabled: Having a physical or mental impairment which HOOPP has determined prevents you from performing the duties related to your current job.

Pensionable earnings: The regular straight time portion of wages, salary and other amounts paid to you in relation to hours, weeks, or other specific periods of time that you're employed, and that form a regular and integral part of your remuneration up to the full-time hours for your position. Your pensionable earnings may differ from the actual employment earnings you receive from your employer. For more information about pensionable earnings, you can consult HOOPP's *Employer Administration Manual* which is available on **hoopp.com**.

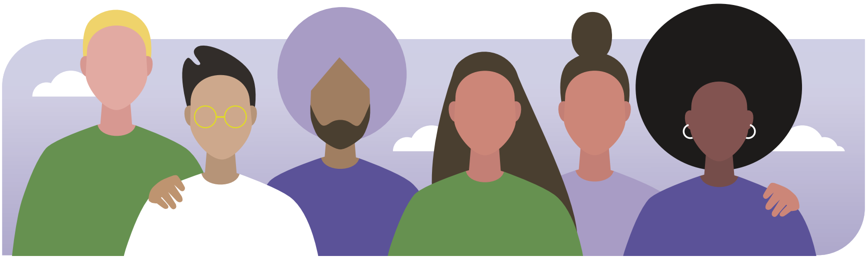
Qualifying spouse: In general terms, a qualifying spouse is a person who, at the earlier of the date that you retire or pass away, you were married to but not living separate and apart from, or living together continuously in a common law relationship for at least one year, or earlier if as parents of a child. To be eligible to receive a spousal lifetime pension, your spouse must meet the definition of a qualifying spouse, as set out in the *HOOPP Plan Text*, at the applicable time.

Totally and permanently disabled: Having a physical or mental impairment which HOOPP has determined prevents you from engaging in any employment for which you are reasonably suited by virtue of your education, training or experience, and can reasonably be expected to continue for the remainder of your lifetime.

Totally disabled: Having a physical or mental impairment which HOOPP has determined prevents you from engaging in any employment for which you are reasonably suited by virtue of your education, training or experience.

Upper earnings limit: If you're an incorporated physician, these are your maximum pensionable earnings, expressed on an annualized basis, on which you can contribute and build benefits. This limit is determined in each calendar year as your baseline earnings plus your earnings limit adjustment.

Year's maximum pensionable earnings (YMPE): An amount set each year by the federal government based on the average wage in Canada. The YMPE is used in determining your required contributions to the Plan.



Your notes

This booklet contains a summary of the terms of the *HOOPP Plan Text* in effect on Jan. 1, 2025, which is available on **hoopp.com**. The *HOOPP Plan Text* and applicable legislation in effect at the relevant time will govern in the event of any conflict. The HOOPP Plan is administered in accordance with the *Pension Benefits Act* and the *Income Tax Act*. HOOPP as the plan administrator has the authority to interpret the *HOOPP Plan Text* and make amendments to it from time to time. HOOPP has created the *Employer Administration Manual* to provide guidance on the administration of the Plan.

Copies of HOOPP member booklets are available on **hoopp.com**.

Pour obtenir la version française du présent livret, veuillez communiquer avec le HOOPP.

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