

Employer Pension Guide - Annex 4D



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Annex 4D

Casuals/Fixed Term Appointments (FTAs) employed after 30 July 2007 and whose contracts are subsequently renewed

From 30 July 2007, both casuals and FTAs had the same pension choices. Where you offer them a further or new contract you must follow the actions given in the scenarios below. The action you take will depend on the length of further employment you are offering and whether or not the casual/FTA joined/remained in the CSP arrangements in their first period of employment. Please note that if you are simply making use of flexibility in the original contract to extend the period of employment, there is no action for you to take.

Casual/FTA (who has already joined a scheme)

Where a casual/FTA joined alpha, nuvos or partnership during the course of their original employment, they will continue to be a member of that scheme. If the casual/FTA joined prior to 1 April 2015 and were enrolled into nuvos, they would have moved into alpha from 1 April 2015 and will continue in that scheme (unless they qualified for full protection or tapered enrolment – see section 4.1.18 of the Employer Pension Guide for further information).

You must use letter text N below.

Casual/FTA (who chose not to join the arrangements at the beginning of their original employment)

If the casual/FTA had opted out of alpha/nuvos and also did not open a partnership pension account, they will remain opted out of the Civil Service pension arrangements until they are automatically enrolled, decide to opt into the CSP arrangements or open a partnership account.

You must use the letter text O below.

You should not treat the employee as a new entrant and, should the member request to opt into the pension scheme, you should follow the usual opt in process and inform the Scheme Administrator (Capita) accordingly.

Letter Texts

N) PCSPS and alpha versions

For

- FTAs in post before 30 July 2007 who are either a **premium** member or have a **partnership** account and are offered a further or new contract of employment at some point after 30 July 2007 (and there is no break between employments).*
- *If the further or new contract is after 1 April 2015 the member may have since moved into **alpha**.
- Casuals/FTAs whose current contract of employment began on or after 30 July 2007 who are either a **nuvos** member, were a **nuvos** member and have since moved into **alpha** or have a **partnership** account and are offered a further or new contract of employment (and there is no break between employments).
- Casuals/FTAs whose current contract of employment began on or after 1 April 2015 who are either an **alpha** member or have a **partnership** account and are offered a further or new contract of employment (and there is no break between employments).

Pensions

You are already covered by the Civil Service pension arrangements. We will continue to deduct contributions from your salary, if applicable, in the usual way.

If you have any questions about the pension arrangements visit the Civil Service Pensions website: www.civilservicepensionscheme.org.uk. You can also call the Scheme Administrator on 0300 123 6666.

O) PCSPS version

For casual/FTAs whose appointment began on or after 30 July 2007 who opted out of **nuvos**, do not have a partnership account, and are offered a further or new contract of employment (and there is no break between employments).

Pensions

You previously opted out of the Civil Service pension arrangements and chose not to join **nuvos** or to open a **partnership** pension account. Unless you tell us otherwise, you will remain opted out. However, please note that, The Pensions Act 2011 requires all employers to automatically re-enrol all workers who are not currently in a qualifying pension scheme periodically (usually every three years), from the employer's staging date. A copy of the factsheet can also be found on the Civil Service Pensions website: www.civilservicepensionscheme.org.uk under publications.

If you wish to opt into the Civil Service Pension (CSP) arrangements or open a **partnership** pension account (either now or at some time in the future), or you have any questions about the pension arrangements, visit the Civil Service Pensions website: www.civilservicepensionscheme.org.uk. You can also call the Scheme Administrator on 0300 123 6666.

From 1 April 2015 **alpha** was introduced. If you wish to opt into the CSP arrangements, or are automatically enrolled (if earlier) you will join the **alpha** scheme unless you have previously qualified for full protection or tapered enrolment that would allow you to join **nuvos**.

O) alpha version

For casual/FTAs whose appointment began on or after 1 April 2015 who opted out of **alpha**, do not have a **partnership** account, and are offered a further or new contract of employment (and there is no break between employments).

Pensions

You previously opted out of the Civil Service pension arrangements and chose not to join **alpha** or to open a **partnership** pension account. Unless you tell us otherwise, you will remain opted out. However, please note that, The Pensions Act 2011 requires all employers to automatically re-enrol all workers who are not currently in a qualifying pension scheme periodically (usually every three years), from the employer's staging date. Your employer's staging date is *[insert department's staging date]*. The enclosed factsheet gives more information about automatic enrolment *[insert factsheet with this letter]*. A copy of the factsheet can also be found on the Civil Service Pensions website: www.civilservicepensionscheme.org.uk/ under publications.

If you wish to opt back into **alpha** or open a **partnership** pension account (either now or at some time in the future), or you have any questions about the pension arrangements, visit the Civil Service Pensions website: www.civilservicepensionscheme.org.uk. You can also call the Scheme Administrator on 0300 123 6666.

