

Guidelines for changes in employment and rejoining members

| Change in Employment or Scheme Membership | Nature of the Change | Actions | Forms to NILGOSC |
|--|--|--|-------------------------|
| Job type changes / member stays with the same employer | Pay increase | Continuous membership | LGS25 |
| Job type changes / member stays with the same employer | Pay decrease | Continuous membership | LGS25 |
| Member stays with the same employer | Term-time member leaves at end of June (contract ends) and rejoins September (new contract) | Deferred benefits (more than 2 years membership) awarded on leaving New file created on rejoining with options to combine and transfer in | LGS15 SS1 |
| Member stays with the same employer | Term-time member leaves at end of June (contract ends) and re-joins September (new contract) | Refund of contributions due (less than 2 years membership) New file created on rejoining however NILGOSC will later combine with previous refund account and new file will be deleted | LGS15 SS1 |
| Member stays with the same employer | Career break | Active membership continues No option to transfer in on returning | LGS34 LGS35 |
| Member stays with the same employer | Break in service | Continuous membership. No transfer option given on returning to work | LGS34 LGS35 |
| Member moves to a new employing authority | No change in pay/pay increase/pay decrease | Deferred benefits awarded on leaving New file created with options to combine and transfer in | LGS15 SS1 |

| Change in Employment or Scheme Membership | Nature of the Change | Actions | Forms to NILGOSC |
|---|--|--|-----------------------------------|
| Member moves to a new employing authority | Break in service | <p>Deferred benefits awarded on leaving</p> <p>New file created with options to combine and transfer in</p> | <p>LGS15</p> <p>SS1</p> |
| Education Authority member moves to another Region within the Education Authority | No change in pay/pay increase/pay decrease | Continuous membership | LGS36 (no need for LGS15 and SS1) |
| Member opts out of scheme | Opts back in | <p>Deferred benefits awarded on leaving</p> <p>New file created on opting back in (with options to combine only if opted out before 01/04/15). No transfer option given unless the member is still within 12 months of the initial date of joining, or had less than 12 months membership in the Scheme.</p> | <p>LGS15, LGS2</p> <p>SS1</p> |
| Commences additional separate employment (multi – jobber) | New genuine concurrent post | New file created with options to transfer in | SS1 |
| Ceases additional separate employment (multi – jobber) | End of concurrent post (more than 2 years) | Deferred benefits combined with continuing post, unless member elects to keep them separate | LGS15 |
| Ceases additional separate employment (multi – jobber) | End of concurrent post (less than 2 years) | Benefits <u>must be</u> combined with continuing post. If more than 1 post is continuing, member must choose which one to aggregate | LGS15 |

| Change in Employment or Scheme Membership | Nature of the Change | Actions | Forms to NILGOSC |
|--|--|---|--|
| Member stays with the same employer | Seasonal employment | Continuous membership (until contract ends then deferred benefits awarded on leaving) | No forms required until end of contract then LGS15 |
| Member commences reserve forces leave | No longer receiving pay from scheme employer | Continuous membership No transfer option given on returning to scheme employer | LGS 34 LGS 35 |

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