

CITY OF COMMERCE ADMINISTRATIVE POLICIES

RETIREMENT SYSTEM

1.0 PURPOSE

To outline procedures for the administration and eligibility of the Retirement System.

2.0 POLICY

- 2.1 All regular full-time City employees participate under the Texas Municipal Retirement System.
- 2.2 Regular part-time employees working 20 hours or over each week may be required to participate in the Retirement System.
- 2.3 Retirement benefits accrue from both employee and employer contributions.
- 2.4 Contributions to the retirement system are mandatory and are deducted from the member's check each payroll period.
- 2.5 The Retirement System provides for retirement benefits and disability protection when a member meets the plan requirements.
- 2.6 If a member terminates services without retiring, accumulated contributions, with earned interest, are refundable upon request.
- 2.7 Employer contributions are not refundable under any circumstances.
- 2.8 Employees are vested with a minimum of five years of service under the plan.
- 2.9 Annual benefit statements are provided by the Retirement System to participating members.
- 2.10 Employees may request an estimate of benefits from the retirement system at any time to obtain an approximate projected retirement benefit figure.
- 2.11 The retirement system includes an in-service death benefit equal to the employee's current salary.
- 2.12 Employees who plan to retire from the system should contact the Texas Municipal Retirement System at least 30 days in advance of the anticipated retirement date to secure estimates of benefits' information and to finalize the retirement date.

3.0 PROCEDURES

- 3.1 Enrollment will be completed by all new employees.
- 3.2 The Accounting Supervisor will discuss enrollment with each new employee.
- 3.3 Change of beneficiary forms are available in the Accounting Supervisor's office.
- 3.4 It is the employee's responsibility to keep information related to their retirement account up to date (i.e., name, address and beneficiary(s)).
- 3.5 Employees who plan to retire should coordinate this action with the Accounting Supervisor.

EFFECTIVE:10-23-02

LAST REVISED: 06-01-97

CITY MANAGER APPROVAL:



C:\wp\AdminPo\RETIRE.ADP.wpd