



County Employees' Retirement Fund

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Clerk Bulletin

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Compensation

Pursuant to 16 CSR 50-20.050 "any lump sum payment attributable to services for a prior year (including, but not limited to, a payment of benefits, back pay, unused vacation days, or sick leave attributable to service performed in a prior year) will not be included in calculating average final compensation." **This includes fees.** Elected officials who receive fees and are terminating at the end of the year might request the payroll clerk to payout fees due for 2010 before the end of the year in order to have them included when determining average final compensation. **Fees earned in 2010 but not paid out until 2011 will not be included in average final compensation.**

Hours

Hours reported on payroll reports should correspond appropriately with the pay reported on payroll reports. In other words, if the compensation reported includes vacation, sick, comp time, etc. the hours should be increased to include the accrued leave hours paid out. If hours are under-reported this may cause an employee to term non-vested rather than vested and will also make a difference as to whether or not the employee receives a match for the 457 Savings Plan.

Military Leave

An employee will receive credit for Military Service only if he/she becomes re-employed as provided in USERRA and makes up the required contributions that would have been due on compensation the employee would have earned had he/she not been out on military leave. The employee will receive vesting credit as well as creditable service once the military service is purchased.

The average rate of compensation during the 12-month period prior to the military leave is used to determine the amount of contributions due. If the employee worked less than 12 months prior to the military leave the average rate of compensation is derived from the compensation received from the hire date until the employee went out on military leave.

If an employee does not purchase the military service, all prior membership service will remain intact as creditable service.

Miscellaneous

Due to the high volume of employees retiring at year end, the CERF office will be making a larger number of calls requesting information from your office.

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