

**CITY OF BATTLE CREEK
POLICE AND FIRE RETIREMENT SYSTEM**

TO: RETIREMENT SYSTEM MEMBERS

FROM: BOARD OF TRUSTEES

RE: SERVICE RETIREMENT POLICY AND PROCEDURES

- ____ 1. If you are considering retirement, you are obligated to:

 - a. Complete and forward an Application for Service Retirement Benefits or Vested Benefits to the Retirement System Administrator ("Administrator") of the City of Battle Creek Police and Fire Retirement System ("Retirement Board");
 - b. Submit written notification to Human Resources and your Department Head regarding your intention to retire. You must specify your intended retirement date which should be at least 30 days, but not more than 90 days, following the submission of your application.
 - c. Complete the Election of Retirement Allowance Option to elect a form of retirement (i.e., Regular/Straight-Life, Option I, or Option II), which shall be temporary in nature until such time as the final Actuary Report is received. If either Option I or Option II are selected, member/retiree shall be required to submit the name, relationship, social security number and date of birth of the individual to which the survivor benefit would be paid.
- ____ 2. You should also arrange a meeting with the appropriate City representatives to review health care, optical and dental insurance options, final pay check calculation, equipment and uniform issues, exit interview scheduling, and other City-provided benefits if any are available to you (consult your labor agreement in effect at your retirement). A retirement checklist is available in the Document Library on the Employee Navigator Homepage. This checklist will provide contact information for the City representatives.
- ____ 3. The Human Resources Generalist, Payroll Officer, and Administrator will coordinate the calculation of your service credit, final average compensation and current accumulated contributions. Please note that this information is preliminary in nature and is subject to change upon your effective retirement date. Please further note that you may request an estimated pension benefit calculation only if you are eligible to retire within six (6) months of your request. You may also request and receive such an estimate once per calendar year. All requests for estimates shall be made to the Payroll Officer.
- ____ 4. Service credit shall be granted in accordance with Public Act 345 of 1937, as amended, and any applicable collective bargaining agreements. Service credit shall also be granted for the following: (a) time a member received worker's compensation benefits; (b)

military service leave and military field training leave; (c) time spent on sick and accident; and (d) unpaid medical leave that did not cause a break in employment with the City.

5. After your effective retirement date the Human Resources Generalist will provide your retirement data to the Administrator who will forward such information to the Retirement System's Actuary for calculation of your annual pension benefit. The Retirement System Actuary will complete and forward the final benefit report to the Administrator.
6. The Retirement System will process your pension payment on a monthly basis. You should anticipate that retirement system benefits will begin approximately 30 to 60 days after your effective retirement date. You will receive any retroactive amounts with your first pension check. To expedite your benefit payments, your benefit amount will be an estimated amount calculated by the Administrator, based on the Regular/Straight-Life calculation. Once the final actuarial report is received, any necessary adjustments to previously issued benefit payments will be processed.
7. The Administrator will provide you with a copy of the completed Actuary's report. Upon receipt of the completed Actuary's report, you may submit a revised Election of Retirement Allowance Option Form within ten (10) calendar days allowing you to change the original elected form of retirement (i.e., Regular/Straight-Life, Option I, or Option II). If no revised form is received, the original Election of Retirement Allowance Option Form shall prevail. Following are the retirement options:

Regular/Straight-Life Retirement. This straight-life form of benefit is payable to you for your life. Upon your death, 60% of your regular retirement pension is continued for the remainder of your spouse's lifetime. To be eligible, your spouse must have been your legal spouse at both the date of your retirement and the date of your death.

Option I - 100% Survivor. You are paid a reduced pension for your life. Upon your death, 100% of the reduced Option I pension is continued for the remainder of your nominated beneficiary's life. To be eligible, the beneficiary must have an insurable interest in your life. You must notify the Administrator of your election within ten (10) calendar days as mentioned above. Once you are retired, you may not change your beneficiary nomination.

Option II - 50% Survivor. You are paid a reduced pension for your life. Upon your death, 50% of the reduced Option II pension is continued for the remainder of your nominated beneficiary's life. To be eligible, the beneficiary must have an insurable interest in your life. You must notify the Administrator of your election within ten (10) calendar days as mentioned above. Once you are retired, you may not change your beneficiary nomination.

8. The Retirement Board, at its next regular meeting following receipt of your completed forms and Actuary report, will take formal action to approve your retirement and commence payment of retirement benefits in accordance with your written election(s) and will submit a copy of the corresponding resolution to the appropriate parties.
9. The member or beneficiary must notify the Administrator of any changes in retirement status (i.e., death or divorce). This notification must take place prior to benefit changes. If other parties notify the Administrator, a letter will be sent to member or beneficiary on file detailing changes to benefit payments.

Note: Compliance with the foregoing procedures and prompt submission of the required forms and information to the Administrator will help facilitate the timely processing of your retirement benefit. Questions regarding the foregoing procedures should be directed to your Retirement Board representative or the Administrator.

POLICY REVIEW: The Board shall review this Service Retirement Policy at least annually. The Board may amend this policy, at any time, by majority vote of the Board.