

**ESSEX REGIONAL RETIREMENT SYSTEM'S
SUPPLEMENTARY CREDITABLE SERVICE REGULATION**

Members of the Essex Regional Retirement System shall receive creditable service, in whole month increments, consistent with this regulation in the following manner:

- For a member in service who is employed in a full-time capacity, he/she will receive one (1) month of creditable service for each full month for which the employee receives regular compensation and remits the appropriate contributions to the Essex Regional Retirement System ("System"), with said service not to exceed one (1) year of creditable service in any calendar year.
- For a member in service who is employed in a part-time capacity throughout his/her entire career, he/she will receive one (1) month of creditable service for each full month for which the employee receives regular compensation and remits the appropriate contributions to the System, with said service not to exceed one (1) year of creditable service in any calendar year.
- For a member who has rendered membership service in the System in both a full-time and part-time capacity, the member shall receive full credit for all full-time service and prorated credit for part-time service based on the full-time equivalency of 150 hours being the equivalent of one (1) month of service.
- For a member who is employed in a part-time capacity throughout his/her career but who either purchases past refunded service, or has transferred into the System previous service rendered in a full-time capacity, the member's part-time service shall be prorated based on the full-time equivalency of 150 hours per month.
- In the case of School Department employees whose full-time employment requires them to work from on or about September 1st to on or about June 30th, including but not limited to cafeteria workers, clerical and secretarial staff, teacher's assistant and teaching professionals, such as therapists, said employees shall receive one month of creditable service for each full month the employee is receiving regular compensation, with ten (10) months being the equivalent of one (1) year of creditable service. School Department employees who are employed in a part-time capacity shall have their creditable service prorated in the same manner as all members of the System as set forth in this regulation.
- The Board recognizes that certain School Department employees, including but not limited to custodians and secretaries, are required to work the entire calendar year, and in such a situation, said employee's creditable service will be calculated based on a twelve (12) month year.

- Creditable service for 10 month employees shall be based on 1,500 hours being the equivalent of 1 year, whereas creditable service for 12 month employees shall be based on 1,800 hours per year.
- Any member purchasing past part-time service rendered shall have said service prorated based on 150 hours being considered a full month of service.
- Members of the System may only purchase and receive credit for past service rendered in a member unit of the System, or if the past service was rendered under the jurisdiction of another retirement system, such service may only be purchased if rendered in a temporary, provisional or substitute capacity, provided that the individual was excluded from membership in the other retirement system. All prior non-membership service shall be calculated with 150 hours being the equivalent of one (1) month of creditable service.
- Any member in service, whose status is changed so that they are employed less than 20 hours per week, but who continues to receive at least \$5,000 in regular compensation per year as defined in M.G.L. c. 32, § 1 and 840 CMR 15.03, shall receive prorated credit based on the full-time equivalency of 150 hours being the equivalent of one (1) month of service. Such proration shall be effective as of the date upon which the member was no longer permanently employed at least 20 hours per week. Any member who returns to being permanently employed at least 20 hours per week shall receive service credit pursuant to the creditable service regulation of the retirement system.¹
- Any member in service who does not earn at least \$5,000 in regular compensation per year as defined in M.G.L. c. 32, § 1 and 840 CMR 15.03, will not receive any creditable service but the member must still remit contributions to the retirement system in accordance with Memorandum #10 of 2010 issued by the Public Employee Retirement Administration Commission.²

APPROVED: March 20, 2013

¹ Approved May 16, 2017.

² Approved May 16, 2017.