

Employer Guide *for* Retirement Coordinators

An employer resource for
helping members



SRPS

MARYLAND STATE RETIREMENT
and PENSION SYSTEM

1-800-492-5909
410-625-5555

Dear Retirement Coordinator:

Thank you for your commitment to the members of the Maryland State Retirement and Pension System.

We are pleased to present the revised edition of the Employer Guide for Retirement Coordinators.

Whether you're a seasoned coordinator or a newcomer, this reference guide was designed to equip you for your important role as a retirement coordinator. It provides information to help you answer basic member questions, comply with agency procedures and file required forms.

We appreciate your service on behalf of the Maryland State Retirement Agency (MSRA). We understand you have numerous duties beyond retirement support.

You are not alone! We are here to support you. Please call our staff if you need clarification of the material covered in this book or any other retirement matter.

We admire your dedication and appreciate your commitment. We hope this guide makes your job easier.

Respectfully,



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Employer Services Director



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Employer Services Manager

If there are questions of interpretation, the provisions of Division II and III of the State Personnel and Pension Article of the Annotated Code of Maryland and Code of Maryland Annotated Regulations (COMAR) prevails in resolving questions regarding the policies and benefits of the Maryland State Retirement and Pension System.

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INTRODUCTION

The Maryland State Retirement Agency

The Maryland State Retirement System was created by the Maryland General Assembly in 1927 to provide retirement benefits to teachers employed by the State of Maryland. Today, the Maryland State Retirement and Pension System (MSRPS) administers retirement, disability, and survivor benefits to State employees, teachers, law enforcement officers, legislators, judges, as well as local government employees whose employers participate in the System. The System is an employer-sponsored defined benefit plan defined by law and based on a formula using salary history and duration of employment. The System currently provides monthly allowances to more than 175,000 retirees and beneficiaries and is an essential element of the future financial security for over 205,000 active participating members and over 46,000 inactive deferred vested members.

System Administration

The Maryland State Retirement Agency (MSRA) administers the Maryland State Retirement and Pension System. The Board of Trustees oversees investments and formulates the System policies.

The Member Services Unit

The Member Services Unit provides benefit counseling and member communications. Retirement benefit specialists assist members in understanding their retirement benefits via mySRPS, phone, one-on-one counseling, correspondence, and seminars. Specialists can help our members understand their benefits and option selections for all retirement and pension systems, types of retirement and survivor benefits. Specialists provide mySRPS support, can confirm information on file such as enrollment date, address, service credit and retirement eligibility, and explain a recent estimate or service credit purchase invoice. Special Projects handles disability claims.

The Member Services Unit is the main contact for member and retiree matters. **Coordinators can reach us through the secure Employer Portal, which is the preferred method of sending forms, secure messages and other documents.**

MSRPS Employers

The Maryland State Retirement and Pension System is a Statewide network of nearly 700 State agencies and participating employer partners.

Each employer designates liaisons between the employer and the Maryland State Retirement Agency to report payroll, pay invoices, execute forms and documents on behalf of their appointing authority, provide requested information related to the employment status of employees, and confirm retirement account information, to the extent that such information is necessary.

Employer Portal

The Employer Portal is our secure online application maintained by the Retirement Agency for employers to manage portal users, enroll members, report payroll information, make contributions, send secure messages, and upload documents. Employer Portal Link: <https://employerportal.sra.maryland.gov>

Each employer has at least two designated administrators who are responsible for maintaining users.

More information on using our secure website is available to authorized users online and by request. If you need additional assistance, please contact SRA at the Employer Portal hotline number 410-625-5531.

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Retirement Coordinator and MSRPS

Retirement Coordinator

A retirement coordinator is an employee designated by an Employer Portal administrator to serve as a liaison between the employer and the Maryland State Retirement Agency. They are not employees or agents of the Maryland State Retirement Agency and therefore are not authorized to provide specific benefit information.

Designated retirement coordinators verify member information such as work history, salary and unused sick leave balances submitted to MSRA.

Retirement Coordinator Responsibilities

Coordinators have responsibilities to their employer, the Retirement Agency and our members.

Retirement Coordinator Meetings

The Retirement Agency hosts an annual meeting in June to keep employers up to date about legislation, retirement forms, policies, procedures and their role as retirement coordinators. Meetings are held by webinar.

Retirement Coordinator Certification

The Retirement Agency requires all new retirement coordinators to become certified within the first three months of being designated by any participating agency. Designated coordinators previously certified must be recertified every three years. The purpose of certification is to ensure all members are receiving the same help and assistance regardless of where they work.

The online certification evaluation is an open-book certification assessment. Coordinators are registered for the evaluation by the Retirement Agency. Coordinators may use any MSRA materials including this Guide, our website, forms and system pamphlets.

Retirement Coordinator Training Webinars

The Retirement Agency hosts retirement coordinator training webinars about specific retirement coordinator responsibilities.

Employer Verification

Designated retirement coordinators' primary responsibility is to assist members in the completion and submission of retirement forms. Coordinators sign retirement forms verifying member information such as work history, salary and unused sick leave balances submitted to MSRA. Coordinators carefully review all forms and supporting documents before submitting them to MSRA; notarize forms when necessary; include the coordinator's contact information on all documents; and upload forms to MSRA Employer Portal in a timely manner.

Member Support

Retirement coordinators are an important link in the MSRPS communication chain. Coordinators provide members with SRPS literature about retirement benefits and the proper retirement forms; and inform members of filing deadlines to enroll, purchase or transfer service credit, retire, or update a member's retirement account. Coordinators play an important role in disseminating information, such as our quarterly newsletter, to employees.

INTRODUCTION

Retirement Coordinator Limitations

Retirement coordinators are not employees or agents of the Maryland State Retirement Agency. Coordinators are not authorized to counsel members or provide them with specific retirement benefit or account information. This guide is designed to help coordinators to know when to call or direct members to contact MSRA for assistance.

Coordinator Support

We regularly communicate with coordinators to keep them informed and able to respond to member needs. Coordinators are also registered by MSRA for the online [MSRA Resource Center](#). The Resource Center provides online registration, informational videos and is a communication resource for all employer designated retirement coordinators.

Policies to Guide Coordinators

Member Queries

Laws and procedures governing the pension plans are very complex. **Retirement Coordinators are not employees or agents of the Maryland State Retirement Agency (MSRA); and are not authorized to provide specific benefit information.** Please direct members and retirees to call the Retirement Agency when they have specific questions or need assistance with retirement benefit matters.

Employer Portal

The [secure Employer Portal](#) is the preferred method of sending forms, secure messages, and other documents.

Important Agency Contact Information

Team/forms	Phone	Email
Customer Service	410-625-5555 Toll-free 1-800-492-5909 TDD/TYY 410-625-5535	sra@sra.state.md.us
Disability – Terminal cases ONLY	410-625-5594	disability@sra.state.md.us
Survivor Benefits	410-659-8400	deathbenefits@sra.state.md.us
DROP	410-625-5687	mhampton@sra.state.md.us
Enrollment / Transfers / LOA / Beneficiary Forms	410-625-5697	Use Employer Portal
Payroll		payrollrecteam@sra.state.md.us
Purchases / Military / Certification of Service / Transfers		msrapurchasegroup@sra.state.md.us
Refunds	410-659-8400	refundsendbacks@sra.state.md.us
Retirement Applications / Estimates/ Unused Sick Leave		retirementprocessing@sra.state.md.us

INTRODUCTION

MSRA Resource Center

When a retirement coordinator is designated in the Employer Portal, they are automatically added to the Resource Center. The Resource Center is where coordinators watch orientation videos and take the certification evaluation. Link: <https://training.sra.maryland.gov/>

Member Privileges

This book is a guide for employer designated retirement coordinators to assist members. Retirement law is complex, and each member's career path may be unique. Members and coordinators should call the Retirement Agency when they have questions or need assistance with specific benefit matters.

If a member disagrees with information concerning their account or entitlement to benefits, they may submit a written request for reconsideration.

Any request for an appeal must be filed in writing to the executive director of the Maryland State Retirement Agency. Time limits apply. Please contact the Retirement Agency for additional information.

Confidentiality

Under Maryland's Public Information Act, all information in a member's retirement account is confidential. The Retirement Agency can only disclose information to the member who holds the account. Authorization to release information to a third party must be furnished in writing by the member. There are exceptions to this rule including (but not limited to):

- The member's employer.
- After the death of the member, the member's beneficiary, personal representative, or other person who has a valid claim to the member's benefits.
- If a court orders the release of information.

As an employer's designee, coordinators have the authority to release confidential information to the Retirement Agency, to execute retirement forms and other documents on behalf of their employer, provide the Retirement Agency with requested information regarding the employment status of employees, and to receive retirement account information necessary to assist members.

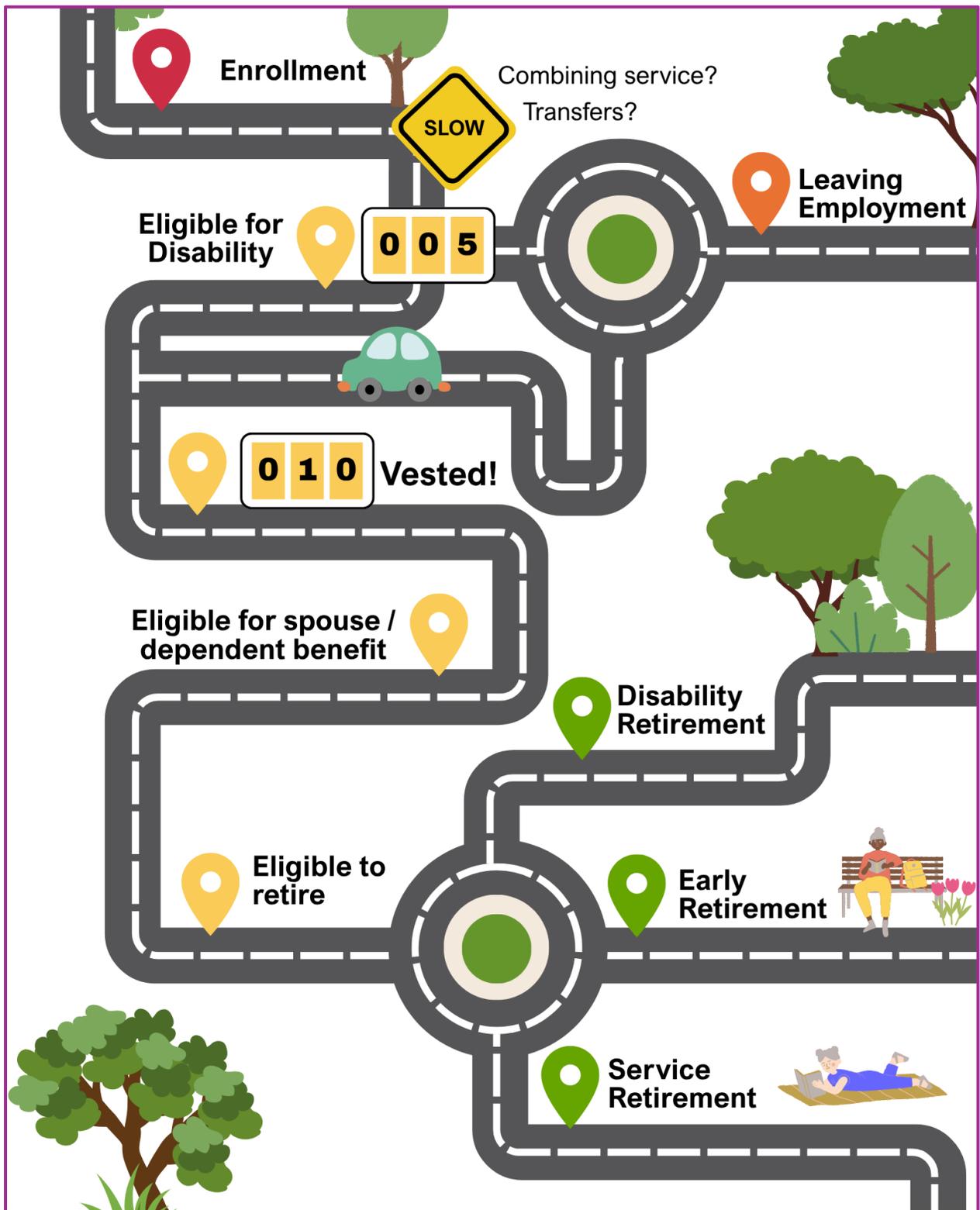
To protect member confidentiality, **employers must remove coordinators no longer designated to receive information. Administrators remove coordinators by deleting their Employer Portal accounts and ending their access to the Employer Portal.**

Confidentiality Limitations: The exceptions do not permit MSRA to release retirement allowance amount, estimates or medical diagnosis from medical files to retirement coordinators without the written consent of the employee.

If there are questions of interpretation, the provisions of Division II and III of the State Personnel and Pension Article of the Annotated Code of Maryland and Code of Maryland Annotated Regulations (COMAR) prevails in resolving questions regarding the policies and benefits of the Maryland State Retirement and Pension System.

OVERVIEW & GENERAL GUIDELINES

RETIREMENT MILESTONES ROADMAP



OVERVIEW & GENERAL GUIDELINES

DOCUMENT FILING CHECKLIST

Retirement coordinators assist members in the completion and submission of forms to the State Retirement Agency. Below are some general guidelines for filing forms.

- ✔ **Carefully review the completed form:** Incomplete or inaccurate information will delay processing. It is essential that coordinators carefully review each form prior to uploading documents to the portal.
 - Full legal name, including middle initial
 - Social Security Number on all forms and documents
 - Member signed and dated form
 - Complete beneficiary information (name, address, SSN)
 - Accurate salary information
 - Date of birth
 - Current address
 - Coordinator printed name on form
 - Coordinator signed and dated form
 - Coordinator direct phone number
 - Document must be readable

- ✔ **Be aware of filing deadlines:** Forms must be received by the Retirement Agency to meet filing deadlines. Late forms may either delay payment, change the retirement date, or make a member ineligible for a benefit. If unsure about a deadline, confirm with the Retirement Agency.

- ✔ **Notarize when necessary:** Retirement claim forms require notarization. Incomplete or improper notarization may STOP processing. Forms may be signed by Secretary of State-approved remote notaries. Please refer members to the Secretary of State website for a list of [approved remote notaries](#). A Notary Public acknowledges the identity of the person signing the form, not the accuracy of the document. The document is legally binding if:
 - The notary acknowledges the complete and signed form;
 - The notary seal is visible – blue or black permanent ink seals are preferable because they are easily photocopied and scanned to the portal. Please lightly shade with pencil a raised seal to scan and upload to portal;
 - The notary filled in the name of the person signing the form, the notary's title of office (Notary Public); *and*
 - There are NO cross-outs or changes.

The notary and retirement coordinator may be the same person. The notary does not have to witness the person signing the form. The date the person signed the form must be the same or *before* the date the notary signs the notary section.

- ✔ **Supporting documents:** Documents must be readable and include member's name and Social Security Number.

- ✔ **Send related forms together**

- ✔ **Immediately upload forms to MSRA Employer Portal:** Benefits are paid in accordance with forms on file with the Retirement Agency, not the employer. Upload all forms to the Retirement Agency employer portal. Do *not* delay submission. Employers should send forms, secure messages, and documents through the secure [Employer Portal](#).

ENROLLMENT

ENROLLING MEMBERS

Coordinators provide enrollment information via the *Enrollment Wizard*, which will walk coordinators through the enrollment process and validate information.

New enrollments are required when membership begins in a different plan or system. We also recommend creating a new enrollment for all new employees, even if they will be continuing in the same system/plan.

Membership is mandatory for permanent (part/full time) employees budgeted to work at least 500 hours, not including overtime, in a fiscal year. Once enrolled, enrollment continues regardless of the number of hours worked in an eligible position.

Enrollment provides survivor, disability, and other retirement benefits. Eligible members not properly enrolled are not entitled to benefits.

Temporary, contractual, and emergency employees are not eligible for membership (§1-101, §13-101, COMAR 22.04.02.04). See GLOSSARY OF TERMS for definitions.

Dual enrollment: Members who work for multiple employers and/or in positions eligible for membership in different MSRPS. All employers must report hours and contributions for all eligible positions in all eligible systems. Members must complete Membership forms for all employers and each MSRPS system.

TO ACCESS ENROLLMENT WIZARD



1. Log into Employer Portal
2. Select “Enrollments” under “Employees” tab

Note that to use the Enrollment Wizard, Portal users must have the “Retirement Coordinator” user role.

The screenshot shows the Employer Portal interface. At the top, there is a navigation bar with the following items: Home, Payroll, Invoice, Pay Schedule, Profiles, Employees, Uploads, Employer Documents, Help, and Account. Below the navigation bar, the 'Enrollments' section is active, showing a progress bar with four steps: 'Enroll Member' (highlighted in red), 'In-Progress/Pending', 'Cutoff Notices', and 'Processed'. Below the progress bar, there are four tabs: 'Person Info' (highlighted in red), 'Enrollment Info', 'Contact and Beneficiary Info', and 'Summary'. The 'Person Information' section is visible, featuring a form with the label 'Employee SSN:' and a search button.

ENROLLMENT

USING THE ENROLLMENT WIZARD

Screen 1: Personal Information

- **Enter member's SSN**
 - If SSN is known to database, application will pre-populate fields
 - Retirees are not eligible to enroll
- **Mandatory fields must be completed for the "Save and Continue" button to be enabled**
 - First Name, Last Name
 - Date of Birth
 - Gender ("unspecified" has been added)
 - Proof of birth
 - MD driver's license or MD identification card *strongly* recommended – for this type, enter ID number to validate
 - You will upload electronic copy of proof of birth documentation (see ENROLLMENT REMINDERS for acceptable "Proof of Birth" documents)
- **Is the employee's current position eligible for the ORP?**
 - *All* members eligible for ORP must complete **Form 60:** Election for Participation by Faculty or Employees of Institutions of Higher Learning

Screen 2: Enrollment Information

- **Is the employee eligible to elect not to participate? (e.g., elected or appointed official; see Wizard for all eligible positions)** – Screen is dynamic based on how this question is answered
 - *All* employees with this election right must complete and submit **Form 60.15**, regardless of whether they are electing to join MSRPS or not to join MSRPS
- **Is employee employed in a permanent position and budgeted to work 500 hours or more in a fiscal year?**
- **Job classification or title**
 - Job description required for: *Teachers', CORS, State Police Retirement System, and LEOPS* (see COMAR 22.01.12.02)

Screen 3: Contact and Beneficiary Information

- **Address**
- **Personal and work email addresses**
 - Field is not mandatory; however, *most* employees have at least one email address – **do not skip this field!** Email address is required for mySRPS registration, and personal email address is preferred.
- **Designation of Beneficiary*** (may use mySRPS to designate beneficiaries – no notary necessary)
 - **Form 4:** Employees', Teachers', Correctional Officers', LEOPS, State Police*
 - **Form 4.1:** Judges'*
 - **Form 55:** Legislative*



***Must be notarized**

Screen 4: Summary

- Summary of information entered for you to review and verify
- Check "agree" and add electronic signature

ENROLLMENT

Enrollment Wizard Tabs

1. **Enroll Member:** click this tab to enroll a new member
2. **In progress/pending:**
 - a. **In progress:** new enrollment started but not submitted. Application will save work so you or another team member can complete later.
 - b. **Pending:** new enrollment has been submitted; a case has been created but is not complete
3. **Processed:** once a case is completed, it will move to the “processed” tab
 - a. **Completed:** the case is completed
 - i. New record created
 - ii. ORP Election or Election Not to Participate as an Elected Official was approved
 - iii. No action required as there was an existing record
 - b. **Rejected:** if case is rejected, you will be notified through email. You can see the comments explaining why the case was rejected in the “Completed” tab in the Enrollments section of the Portal. If the case is rejected, you will have to start the enrollment over, correct the issue(s), and resubmit.

Enrollment Wizard Tips



- **Form 1 is no longer used**
- You don't have to wait to enroll a member
- Make sure you have all information available before starting the Enrollment Wizard
- Have all documents saved electronically so they can easily be uploaded. Remember to include SSN on all documents.
- You will not receive a notification if the case is completed/approved (only if it is rejected)
- You can check the status of the cases using the different tabs
- Remember, you must have the “Retirement Coordinator” role to use the Enrollment Wizard

WELCOME LETTER TO MEMBERS

All members will receive a welcome letter through mail and email. The letter provides information on their system and contribution rate, as well as information to register for mySRPS. This letter will be sent shortly after the enrollment has been fully processed.

The letter also includes information regarding transfer of prior service. **If the member has previous service, they should contact SRA to discuss their transfer options.**

ENROLLMENT

ENROLLMENT REMINDERS

Acceptable proof of birth documents: Birth certificate OR valid (unexpired): driver's license, U.S. passport, naturalization records, MD identification card, resident alien registration card. Contact the Retirement Agency for other acceptable POB documents.

Optional Retirement Program (ORP) eligible members' and appointed or elected officials' election not to participate in MSRPS is final, binding and irrevocable. See OPTIONAL RETIREMENT PROGRAM page 18.

Please review the following law or regulation sections to determine which members are eligible for Teachers' or CORS:

CORS positions: §25-201
Eligible Teachers' positions COMAR
22.04.03, Public School (02), Board of
Education (03), University or State College
(04), Community College (05)
Public Library (06).
COMAR 22.04.02.03 TPS continuation

Retirement/Pension Systems:
02 – Correctional Officers' Retirement
System
03 – State Police Retirement System
06 – Teachers' Pension Systems
07 – Employees' Pension Systems
09 – Law Enforcement Officers' Pension
System



FILING DEADLINE: At commencement of member's employment. COMAR 22.01.12.01 requires members to be enrolled the first day of employment. See Administrative Fees Page 15.

Rehiring Retirees: Most retirees are not re-enrolled. Contact MSRA about Judges and Legislative retirees. MSRPS retirees and employers must notify the Retirement Agency in writing of date of reemployment, name of employer and anticipated earnings. **Maryland law requires a minimum of 45 days between their retirement date and the date rehired by a MSRPS participating employer.** Questions? Call MSRA, See REEMPLOYMENT AFTER RETIREMENT page 46.

Teacher Rehire/Retire Program: The Board of Education assigns coordinators the responsibility of rehiring retirees for this program. Please contact your county's Board of Education for more information.

The Board will be subject to a penalty for failure to submit certification for reemployed retirees. Contact Margaret Hampton at mhampton@sra.state.md.us.

ENROLLMENT

ENROLLMENT EXCEPTION REPORTS

MSRA provides a list of employees who are not properly enrolled to retirement coordinators. These reports help employers avoid administrative fees. The Enrollment Exception Report is often referred to as an **AE (Automatic Enrollment)** report of members automatically enrolled upon receipt of payroll data or contributions.

Note: Forms that are incomplete, improperly notarized, or have errors will result in AE status.

Remember, membership is mandatory. All employees must be properly enrolled when first employed or when membership begins in a different plan or system. Enrollment provides members with survivor, disability, and other retirement benefits. Designation of beneficiaries authorizes MSRA to pay survivor benefits to beneficiaries chosen by the member or retiree. Otherwise, benefits are paid to their estate.

If a coordinator receives a listing, they have three weeks to:



1. Review previously submitted forms/enrollments to determine if they were properly completed. Also, review payroll for SSN or other reporting errors.
2. Contact active employees on the AE report to submit properly completed forms to MSRA
3. Indicate on the AE report the date the properly completed forms were submitted for active employees, or any other action taken
4. Document employee termination date on AE report
5. Questions? Contact the enrollments division supervisor at the phone number or email printed on the report
6. Upload to Employer Portal the AE report with notes and copies of all forms to MSRA

If a coordinator does not receive a listing, then everyone was properly enrolled at the time the report was generated. If a coordinator received a report in error, immediately upload to the Employer Portal a copy of the AE report with a note.

See ENROLLING MEMBERS page 11 and DESIGNATION OF BENEFICIARIES page 16.



FILING DEADLINE: Three weeks after receiving AE report, notify MSRA of terminated AE employees or submit supporting documentation to correct status of member's account. Employers must enroll all eligible employees hired before April 1 before June 30 of the same fiscal year to avoid administrative fees.

ADMINISTRATIVE FEES: MSRA shall impose a \$100 per employee per year administrative fee on participating employers for eligible employees hired before April 1st, still on payroll June 1st, and not properly enrolled by June 30th of the same fiscal year. Payment is due 30 days after invoice date (COMAR 22.01.12.03).

ENROLLMENT

DESIGNATION OF BENEFICIARIES

Member or retiree designates individuals including minor children, other relatives, friends, “My Estate,” “Trustee as appointed by Agreement of Trust or Will,” or charitable organization to receive survivor benefits, unless otherwise restricted by law. Payments to minor children are paid to guardian.

Primary Beneficiary(ies): Survivor benefit will be equally distributed between primary designated beneficiaries.

Contingent Beneficiary(ies): Survivor benefits will be equally distributed between contingent beneficiaries only if all primary beneficiaries are deceased.

- **Form to be submitted with enrollment packet:**

- **Form 4:** Employees’, Teachers’, Correctional Officers’, LEOPS, State Police
- **Form 4.1:** Judges’
- **Form 55:** Legislative



Form must be notarized. Must provide complete address for each individual or organization listed on form.

Note: once fully enrolled and registered for mySRPS, member may change or designate a new beneficiary through mySRPS.



Coordinators should periodically remind members to update beneficiaries when:

- Family composition changes (marriage, birth, adoption, divorce, death, etc.)
- Changing health insurance coverage
- Returning after a leave of absence
- Military deployment
- Retirement

Military Duty – Important Reminder:

Continued disability coverage is provided for our members called to military duty or training during membership, along with continued survivor benefit coverage for their beneficiaries (§38-102). If called to military duty or training during membership, member or coordinator should file a Form 46: Notification of Military Service Entry. See APPROVED LEAVE OF ABSENCE or MILITARY NOTIFICATION page 30. Advise member returning from military duty to submit Form 43: Claim of Retirement Credit for Military Service upon their return. See FORM for more information.

Spouse Law Survivor Benefit:

A monthly lifetime benefit paid to the spouse of an Employees’, Teachers’, or Correctional Officers’ member who was active on payroll or on an approved leave of absence, was eligible to retire at the time of death, or met spouse law age/service requirements prior to death.

ENROLLMENT

BENEFICIARIES – RETIREMENT:

Prior designations of beneficiaries do not carry forward from a member account to a retirement benefit. Retiring members must designate beneficiary(ies) on retirement application, or by submitting a new Beneficiary Form with their retirement application if they are designating more than one beneficiary.

At retirement, complete Beneficiary Form ONLY if selecting basic payment allowance or optional payment allowances 1 or 4 to designate multiple beneficiaries. Retirees submit Form 4 directly to MSRA to update beneficiaries.

IMPORTANT: If retired under OPTION 2, 3, 5 or 6, designate sole beneficiary on the retirement application. Retiree must complete a Form 66 to initiate a beneficiary change.

If retiree applicant chooses the Basic allowance and names more than one (1) beneficiary, advise applicant to consider Option 1 or 4 which may provide a larger lump sum payment to listed beneficiaries. Advise member to contact an SRA retirement specialist to discuss payment allowance options.



FILING DEADLINE: Must be received by the Retirement Agency before a member or retiree dies. Notary seal must be clearly visible.

ENROLLMENT

OPTIONAL RETIREMENT PROGRAM

Eligible institutions include the University System of Maryland, Morgan State University, St. Mary's College of Maryland, Community Colleges, and the Maryland Higher Education Commission.

IMPORTANT: An employee must make their election to join the Optional Retirement Program no later than the commencement of their employment. An employee who signs the form even one day after the start of their employment is no longer eligible to join the ORP and must instead be enrolled and reported as a member of the Pension System (Title 30).

Eligible Members: Members are eligible based on where they work and the nature of their classifications.

- Only individuals in ORP-eligible positions that have never been an MSRPS member as an employee of State or ORP employing institution may have an election to join prior to commencement of employment.
- MSRPS retirees are not eligible to elect the ORP.

NECESSARY FORMS:

- **Form 60: Election for Participation by Faculty or Employees of Institutions of Higher Learning:** Member signs form to either elect to participate in MSRPS OR to not to participate in MSRPS, to waive all rights to MSRPS, and to acknowledge that their election is final and irrevocable. **Note that *all* employees with an election must complete this form, regardless of whether they select to participate or not participate in MSRPS.**

CAUTION: Once an eligible employee selects ORP, they **cannot** change their election to enroll in MSRPS while in an ORP eligible position.



The option to participate in an alternate retirement plan is **final, binding, and irrevocable** as long as the individual is an employee in an ORP-eligible position of an institution of higher learning that permits such an option.

MSRPS Contributions: Contributions made in error after ORP enrollment must be refunded to the member by the employer.



FILING DEADLINE: Must make election at commencement of employment.

ENROLLMENT

OPTIONAL MEMBERSHIP – APPOINTED AND ELECTED OFFICIALS

Membership is optional for certain officials elected and appointed for a fixed term if they were elected or hired on or after July 1, 2015, as set forth in Section 23-204, State Personnel and Pension Article, Annotated Code of Maryland. These individuals must elect to participate in the Employees' Pension System on or before their effective date of participation.

- **Form 60.15: Election Form for Elected or Appointed Official or Specified Governmental Employee:** Member signs form to either elect to participate in MSRPS OR to not to participate in MSRPS, to waive all rights to MSRPS, and to acknowledge that their election is final and irrevocable. **Note that *all* employees with an election must complete this form, regardless of whether they select to participate or not participate in MSRPS.**



FILING DEADLINE: Must elect to participate or not participate on or before their effective date of their term, commencement of employment, or effective date of participation.

AFTER ENROLLMENT

TERMINATING EMPLOYMENT CHECKLIST

Coordinators should encourage members to view videos on the MSRA website and discuss the following points with MSRPS members leaving employment.

- **Membership in the MSRPS ends if the member:**
 - Is separated from employment for more than four (4) years,
 - Withdraws their accumulated contributions,
 - Retires, or
 - Dies
- **Vested:** Refers to the right of a member separated from MSRPS employment to a future retirement benefit payable at plan's normal retirement age for the years and service earned before termination. MSRPS members enrolled prior to July 1, 2011, are vested after accumulating at least 5 years of eligibility service. Members enrolled on or after July 1, 2011, are vested after accumulating at least 10 years of eligibility service.
 - To determine if they are vested, encourage members to check mySRPS before they request a refund. Note: Members (enrolled before July 1, 2011) with over three (3) years of creditable service or members (enrolled after July 1, 2011) with over eight (8) years of creditable service may be vested. Please check mySRPS or contact MSRA before they withdraw their accumulated contributions.
 - Advise vested members terminating employment to register for mySRPS to keep their name, address, and beneficiary information updated with the Retirement Agency.
 - At normal retirement age, former member completes the service or early retirement forms to receive a benefit. Coordinator section is not needed to collect a vested benefit. Unused sick leave is not included in a vested benefit.
 - If the member was not eligible for service retirement when they separated from employment, the retirement date will be the first of the month after the vested member reaches normal retirement age (COMAR 22.01.14.03)
- **Are they eligible to retire?** Retirement eligibility for all systems may be found in system PLAN SUMMARIES page 51.
 - Members at normal retirement age or older terminating employment will not get a greater benefit if they delay retirement.
 - If a member terminates employment when they are 72 years of age or older, per IRS regulations, retirement is mandatory. Active members on payroll do not have to retire at 72 years of age.
- **Disability:** If eligible and if they have not received a refund, a member has up to four (4) years after paid employment ends to submit a claim for ordinary or accidental disability benefits for an injury or illness that occurred prior to leaving employment. An accidental claim must be based on an accident occurring within the past five (5) years of the claim (EXCEPT State Police Retirement System, Correctional Officers' Retirement System, or LEOPS members)

Non-vested members, not of retirement age ✓, who separate from employment ✓, who are not eligible for a future retirement benefit ✓, and are not intending to return to employment with a participating employer ✓, should complete a **Form 5: Packet to Withdraw Accumulated Contributions**.

AFTER ENROLLMENT

Coordinators provide the Application for Withdrawal of Accumulated Contributions Package to non-vested members terminating employment. The withdrawal package includes:

- **Form 5:** Withdrawal of Accumulated Contributions and FAQs



Form must be notarized.

- **Form 193:** Trustee to Trustee Distribution form (Refund Choice #2 or #3 only)
- **Special Tax Notice Regarding Plan Payments**
- **MSRPS Plan Benefit Summaries**



An individual who withdraws their accumulated contributions and interest forfeits all service credit and the right to a future benefit. Withdrawing contributions ends an approved leave of absence and processing of disability claim. Contributions stop earning interest after membership ends.

AFTER ENROLLMENT

UPDATING MEMBER INFORMATION

Accurate reporting of a member's home address is important because it is used for mySRPS registration letters, and to contact inactive members.

Address or Name Changes:

- **Active members:** address or name changes are made through regular payroll data submissions.
- **Inactive members (i.e., not on payroll):** mySRPS inactive members may update name and address changes through mySRPS; or inactive member must notify MSRA in writing of address or name changes. For name changes, include a copy of marriage certificate or court order. Member's Social Security Number or Member Identification Number should be included on any change of address or name correspondence.

INACTIVE MEMBERS

Inactive notices are sent to members whose payroll data is incomplete or has not been received by the Retirement Agency.

Employer Reporting Errors: Employers are responsible for determining the cause when an actively employed member receives an inactive letter by reviewing payroll records and enrollment submissions.

There are numerous administrative errors that may occur, causing a member to be inactive in our system, such as:

- No payroll information is being reported to the Retirement Agency
- Payroll is being reported under the wrong Social Security Number
- Enrollment forms were submitted under the wrong Social Security Number
- **State Agencies:** Check Workday – Maryland Statewide Personnel System

MILITARY DUTY IMPORTANT REMINDER: Continued disability coverage is provided for our members called to military duty or training during membership, along with continued survivor benefit coverage for their beneficiaries (§38-102). If called to military duty or training during membership, the member or coordinator should file a Form 46: Qualified Leave of Absence Request **or** Notification of Military Service Entry. See APPROVED LEAVE OF ABSENCE or MILITARY NOTIFICATION page 30.

AFTER ENROLLMENT

REFUNDS

- **Form 5: Application for Withdrawal of Accumulated Contributions:**

Member or former member terminated from employment completes form to withdraw or transfer employee's accumulated contributions and interest.

Applicant may not be employed by the State or any participating employer to withdraw accumulated contributions.

Contributions reported in error to MSRPS must be refunded to the member by the employer.



Form 5 must be notarized. Must be signed by the retirement coordinator unless the individual has been off payroll for more than six (6) months.

Note:

- Ensure the resignation/termination date is accurate.
- **Advise members that they forfeit all future benefits, including disability benefits, when they withdraw contributions.**
- Withdrawal of contributions terminates any approved leave of absence period.
- Immediately notify the Retirement Agency if the member does not leave employment or returns to employment.
- Rollover payments are made payable to the financial institution receiving the rollover for the benefit of the individual (e.g., National Bank for benefit of Robert Smith) and are mailed to the individual, who must deliver the check to the financial institution.

- **Form 742: Application for Withdrawal of Voluntary Funds:** withdrawal of voluntary contributions with interest



Must be notarized.

Voluntary funds can be withdrawn only at the time of retirement, termination, or after death. If applicable, MSRA will notify member that they are eligible for a refund and send the form directly to member. MSRA will notify beneficiaries and send survivor claim forms to beneficiary(ies) after verification of death.

- **Form 744: Election of Disposition of Voluntary Funds**

If applicable, MSRA will send form directly to member.



FILING DEADLINE: Refund may take up to 30-90 days to process after all expected contributions are received. Applications may not be processed during the month of July.

Returned refund checks take 45-60 days to re-credit and re-process

SERVICE CREDIT

SERVICE CREDIT TYPES

Creditable Service: Service credit for each day worked and required contribution received. Credit used in the calculation of the allowance that determines the dollar amount of the member's benefit.

Eligibility Service: Service credit that determines the member's eligibility for a benefit.

- **Pension Systems:** Members earn one (1) year of eligibility service during any fiscal year they work at least 500 regular hours, excluding overtime.
- **Retirement Systems:** Creditable and eligibility credit are the same.

A note about 10-month vs 12-month employees' service credit calculations: For all Systems/Plans, the benefit is calculated based on **years** of service. Teacher's System members participate as 10-month members*, regardless of if they work 10, 11, or 12 months of the year. They earn service credit during the 10-month academic year, September 1 – June 30 (each month = one tenth of a year).

- Months of service in Teachers' System divisible by 10 instead of 12
 - 20 months in Teachers' System equals 2 years ($20 \div 10 = 2$ years)
 - 24 months in Employees' System equals 2 years ($24 \div 12 = 2$ years)

*Note that some local school or higher education Employees' System members may also be coded as 10-month employees (COMAR 22.05.02.01)

SERVICE CREDIT PACKET

The following forms and documents are provided to members by coordinators to assist members in transferring service credit from another system or plan, claiming credit for military service, purchasing service, or making corrections through payroll adjustments. **Advise members to contact MSRA to review their account and discuss service credit.**

To transfer service credit between MSRPS systems and plans:

- **Form 37:** Request to Transfer Service

To transfer credit from an eligible non-participating employer:

- **Form 37.26:** Request to Transfer Service from Local Retirement or Pension System to MSRPS

To combine service credit between Teachers' and Employees' System:

- **Form 37.37:** Election to Combine Employees' and Teachers' Pension System Service

To redeposit withdrawn State funds, purchase service credit not already in their account, or purchase credit for an approved leave of absence:

msrapurchasegroup@sra.state.md.us

- **Form 26:** Request to Purchase Previous Service

To claim military service prior to or during membership:

- Military Service Guide
- **Form 43:** Claim of Retirement Credit for Military Service

To request MSRA approval of an employer-approved leave of absence or notify MSRA of entry into military service:

- **Form 46:** Qualified Leave of Absence Request or Notification of Military Service Entry



Employers submitting forms, documents, and questions must send them through the secure [Employer Portal](#)

SERVICE CREDIT

PAYROLL ADJUSTMENT

State Agencies: Must send a memo or letter to Central Payroll and MSRA to correct payroll, member contributions, and employer subsidy. Please coordinate with Central Payroll and MSRA Payroll Division. Contact MSRA Payroll: payrollrecteam@sra.state.md.us

PGUs: Payroll staff or coordinators use the Employer Portal adjustments to adjust payroll data previously submitted, such as salary, hours worked, and/or contributions. Do **not** report excess contributions.



Note:

- Begin payroll deductions and reporting hours for eligible employees as soon as they are hired. **Do not wait for the Application for Membership (Form 1) to be completed before submitting payroll records to MSRA.**
- Contact payrollrecteam@sra.state.md.us before making any electronic retroactive changes to members' accounts.
- Contact our Data Control Division with any questions/concerns related to retirement payroll reporting.
- Minimum standard hours for a full-time position cannot be less than 30 hours per week for a teacher or ten-month employee, or 35 hours per week for a 12-month employee.
- Participating employers may not submit payroll adjustments for lump sum payments for retroactive salary increases that affect one or more classes of employees for periods of employment that took place before the award of the payment. However, they may submit adjustments to address inequities or market compensation.
- Payroll increases that exceed 20% will trigger a salary warning when members create an estimate in mySRPS.



FILING DEADLINE: Employer will either be billed or refunded employer subsidy. Payment for missed member contributions can be made at *any time* during an employee's membership. However, interest is applied at the end of each fiscal year.

CONTRIBUTION DEFICIENCIES

Missed contributions or payroll reporting errors may result in an account deficiency. A deficiency is the difference between the contribution amount received and the amount expected, plus interest.

mySRPS Account Balance: Contribution deficiency will show in account balance section.

Notice of Cost: Sent to member by MSRA if a transfer between systems causes a deficiency.

Member may send a copy of mySRPS page or Notice of Cost with a check payable to the Maryland State Retirement Agency OR member may send a secure message through the mySRPS portal requesting a bill for the deficiency.



FILING DEADLINE: Member may pay their deficiency with interest at any time prior to retirement. If the deficiency is not paid before the member retires, the retirement allowance will be actuarially reduced to reflect the deficiency.

SERVICE CREDIT

MSRPS TRANSFER CREDIT

TRANSFERRING OR COMBINING CREDIT WITHIN MSRPS SYSTEMS

- **Form 37: Request to Transfer Service:** Transfers service credit between different MSRPS systems and plans.

New enrollment forms are required when membership begins in a different plan or system. See **Error! Reference source not found.** page **Error! Bookmark not defined.**

- **Form 37.37: Election to Combine within the Employees' or Teachers' Pension System:** Combine prior Employees' or Teachers' Pension System service credit into Reformed Pension System. (§23-303.1)

Retirement coordinator at current job completes the bottom of the form.

Note:

- Advise members to contact MSRA to review their account and discuss transfer rules, options and plan differences such as benefit allowance, retirement eligibility, contribution rate, vesting and any other transfer factors.
- Employee must go directly from one job to the next, without a break in service greater than 30 days, to transfer credit (Title 37).
- Special rules apply if there was a break in service between/within the Employees' and Teachers' Pension system (Title 23).
- Additional employee contributions are due on transferred credit if the new system/plan required a higher employee contribution during the years to be transferred.
- **Members do not need to file a Form 37 if they will remain in the same system and plan.**



FILING DEADLINE: For Form 37, member must apply for the transfer of the credit within one year of membership in new plan or system to receive credit. Special rules apply if there was a break in service.

Form 37.37 Election to Combine within the Employees' or Teachers' Pension System may be completed only after the member has been employed in the new system for one year.

SERVICE CREDIT

MUNICIPAL TRANSFER CREDIT

TRANSFERRING CREDIT FROM ANOTHER LOCAL GOVERNMENTAL RETIREMENT or PENSION SYSTEM TO MSRPS

Examples of eligible non-participating employers: Baltimore City Government, Baltimore County Government, Anne Arundel County Government, and Montgomery County Government.

- **Form 37.26 Request to Transfer Service from Local System**
 1. Previous retirement system certifies municipal membership to be transferred.
 2. Transfers service credit from a Maryland eligible non-participating municipal retirement system to the MSRPS system (Title 37).



Note:

- Member forfeits any benefit from former municipal retirement system.
- Advise members to contact MSRA and former system to discuss:
 - transfer rules,
 - options and plan differences such as benefit allowance,
 - retirement eligibility,
 - contribution rate,
 - vesting, and
 - any other transfer factors.
- To transfer credit, employee must go directly from one job to the next, without a break in service greater than 30 days.
- Additional employee contributions are due on transferred credit if the new system/plan required a higher employee contribution during the years to be transferred, or a deficiency will be on the members' account.
- Out-of-state municipal or federal employment is not eligible for transfer but may be purchased at retirement at full cost.



FILING DEADLINE: Member must apply for the credit, and if applicable, the transfer of funds must occur within one year of state membership to receive credit. Otherwise, member must wait until retirement to purchase the service at full cost.
msrapurchasegroup@sra.state.md.us

SERVICE CREDIT

MILITARY CREDIT

- **Form 43: Claim of Retirement Credit for Military Service:** (Title 38). Provides retirement credit for up to five years of U.S. Military service before membership and up to 5 years credit if military service interrupts membership. Maximum 36 months for National Guard Service or U.S. armed forces reserves).

Note:

- May not claim credit for military service eligible for any other pension system benefit (except disability payments).
- Member may purchase at normal cost additional service credit for “war zone” military service.
- Application must include separation papers to verify entrance and discharge dates (DD 214 or equivalent).
 - If duty interrupts membership, member must return to the system within one year of discharge and cannot accept other permanent employment in the interim.
 - If duty precedes membership, must have 10 years of creditable service in the MSRPS system to claim military time.
- If called to military duty or training during membership, member or coordinator should file a Form 46: Qualified Leave of Absence Request or Notification of Military Service Entry. See APPROVED LEAVE OF ABSENCE or MILITARY NOTIFICATION page 30.
- Do NOT withhold contributions from differential pay.



FILING DEADLINE: Prior to termination of membership or retirement

SERVICE CREDIT

NORMAL COST SERVICE PURCHASE

Form 26: Request to Purchase Previous Service: Used by members of the Retirement System and Pension System to purchase past membership credit, usually for missed contributions such as MSRA-approved leave of absence, delayed enrollment, or contributions previously withdrawn from MSRPS.

Note:

- **Member pays missed contributions plus interest to date of purchase.**
- Advise members to contact MSRA to discuss service purchase rules/options.
- Must complete a separate form for each employer.
- Member cannot make a partial purchase.



FILING DEADLINE: May purchase credit at any time during membership or while on MSRA-approved leave of absence, prior to termination of membership, or retirement. Contact: msrapurchasegroup@sra.state.md.us

FULL COST SERVICE PURCHASE

Form 26: Request to Purchase Previous Service: Used upon retirement for purchases of creditable service including out-of-state, public, or non-public teaching; federal employment; and service with a non-participating municipality. For Retirement System members, it would also be used for the purchase of prior membership service.

Note:

- **Member pays the cost to fund the benefit the additional purchased service will provide. Credit is not awarded unless payment is made.**
- Must complete a separate form for each employer.
- Forward the Form 26 to the appropriate employer to verify the employment period. Completed Form 26 is forwarded to the retirement agency by former employer.
- Service not verified cannot be purchased.
- May purchase a minimum of 1 month and a maximum of 10 years of service credit.



FILING DEADLINE: Purchases may be made only in the 12-month period preceding retirement. Purchase must be made prior to retirement, while member is active on payroll or while on MSRA-approved leave of absence.

SERVICE CREDIT

APPROVED LEAVE OF ABSENCE or MILITARY NOTIFICATION

For more information, view **Leave of Absence video**: <https://sra.maryland.gov/video/leave-absence>

- **Form 46: Qualified Leave of Absence Request or Notification of Military Service**

Entry: Application for a qualifying employer approved leave of absence (LOA) for a maximum of two years provides survivor benefit coverage and the ability to purchase additional service credit while on a MSRA approved LOA (COMAR 22.05.01.03).

COMAR 22.05.01.02 defines the legally acceptable reasons for a MSRA qualifying leave of absence, such as:

- Member's personal illness
- Birth of a child or adoption (Maternity/Paternity)
- Career-related study

FMLA for a family member is not a MSRPS pension qualifying leave of absence.

Non-contributory members continue to earn service credit. Contributory members may purchase MSRA-approved LOA time upon their return to work in the same system; before retirement; or if they do not return to work, within 60 days of LOA expiration (§22-303.1, 23-304.1, 24-304.1, 25-304.1, 26-306).

Notification of Military Service Entry Notifies MSRA member has been called to military service.



Note:

- Encourage all Employees', Teachers', Correctional Officers', State Police and LEOPS' members who meet the qualifying types of leave to complete a Form 46 before beginning a leave without pay status for 30 days or more.
- Must be employer approved.
- If member is unable, employer completes the Form 46 on behalf of the member. Employer must submit documentation confirming member is unable to complete form.
- **Intermittent Leave:** Intermittent leave may not qualify as a leave of absence for purposes of retirement. A Leave of Absence Form 46 does not need to be completed for any month a member was paid by the employer for time worked.
- **Return to Work:** Advise members to submit a *Request to Purchase Previous Service* (Form 26) upon returning to work in the same system from an approved leave of absence.
- Advise military service member they or their beneficiary may be eligible during their absence for a disability or survivor benefit (§38-102). Advise member returning from military duty to submit Form-43 *Claim of Retirement Credit for Military Service* upon their return. See MILITARY CREDIT page 28.



FILING DEADLINE: Prior to unpaid leave of absence. MSRA Executive Director has limited authority to waive the filing period requirements.

SERVICE CREDIT

PURCHASING CREDIT: QUALIFIED APPROVED LEAVE OF ABSENCE

Form 26: Request to Purchase Previous Service: (§23-304.1) Enables members to purchase approved leave time.



Note:

- To be eligible to purchase time on leave, member must have filed Form 46 (see below) prior to beginning of leave. If leave period was prior to 1/1/74, no Form 46 was required.
- Advise members to submit a *Request to Purchase Previous Service* (Form 26) upon returning to work from an approved leave of absence.



FILING DEADLINE: Prior to termination of membership or retirement. May purchase time within 60 days after the approved leave of absence term expires. The MSRA Executive Director may, for good cause, extend the period of time service credit may be purchased to allow the member to be eligible to file an ordinary disability retirement claim.

TYPES OF SERVICE REQUESTED FOR PURCHASE

In-State Service: Member employment with a participating MSRPS employer including state agencies, participating governmental units and permanent teaching service. In-state service includes delayed enrollment, contractual service and any other State or Participating Governmental Unit service not already in their MSRPS account.

Leave of Absence: Credit for a qualifying MSRA approved leave of absence up to a maximum of 2 years.

State Redeposit: Contributions plus interest previously withdrawn from the MSRPS

Non-State Service: Out-of-State and/or private school teaching, federal government, out-of-state municipal and non-participating municipal service

Municipal Redeposit: Re-deposit of funds withdrawn or credit transferred from a non-participating municipal retirement system.

RETIREMENT

DISABILITY RETIREMENT PACKET

Coordinators provide the following documents or forms to members filing for ordinary, accidental, or special disability benefits. Encourage members to view Disability videos on website.

Disability: Member is **permanently** and totally disabled from performing their job duties.

Ordinary Disability: Must have 5 years of eligibility service.

Accidental/Special Disability: No service minimum. Claim must be filed within 5 years of accident (Except State Police, CORS and LEOPS)



Important Points to Consider:

- The **member** is responsible for the submission of forms and materials to the Maryland State Retirement Agency (MSRA) within time frames stated on forms and request letters. **Claim will be closed if the member does not diligently pursue the claim.**
- Accidental/Special disability typically pays the highest amount
- Typically, for anyone at or over the normal retirement age, their service retirement will provide a higher benefit than ordinary disability. Please check with your employer benefits regarding retirement healthcare coverage.

Service Retirement:

A member or former member must file a disability claim **prior** to the effective date of a service retirement. Advise members eligible for retirement to contact MSRA to discuss retirement options prior to filling disability claim. **Retirees are not eligible to file a disability claim.**

Example (please note dates are illustrative):

Member eligible for service retirement files accidental disability claim

- Member completes and submits *properly completed* Statement of Disability Form 20 and Preliminary Application Form 129 on May 15, establishing the disability claim.
- Member submits service retirement application on May 20 for a June 1 retirement date.
- Member leaves employment, stops using paid leave, and is off payroll before June 1.
- Member receives monthly retirement benefit as they await accidental disability determination.

If the accidental disability is approved, the disability retirement date will be the first of the month *after* the disability approval. Retiree must submit new Form 13-23 within 120 days of the disability approval to accept the accidental disability retirement. **Example:**

- Accidental disability is approved on January 5.
- Service retiree submits a new Retirement Application Form 13-23 for Accidental Disability on January 20 for a February 1 Accidental disability retirement.
- Accidental disability payments will start based on disability approval date, and date on disability retirement application. The retiree will receive their last service retirement payment at the end of January and will receive their first accidental retirement payment the end of February.

Leave of Absence:

Members on an unpaid approved leave of absence should file Form 46 Qualified Leave of Absence Request. To become eligible for an ordinary disability retirement claim, may purchase leave of absence time within 60 days after the approved leave of absence term expires. See APPROVED LEAVE OF ABSENCE or MILITARY NOTIFICATION page 30.

RETIREMENT

STEP ONE: FILING A DISABILITY CLAIM (OVERVIEW)

- **Form 129:** Preliminary Application for Disability Retirement*
- **Form 20:** Statement of Disability
 - **Form 20:** Section THREE Physician's Medical Report
 - Last 3 years of pertinent medical records

The Statement of Disability **and** the Preliminary Application for Disability Retirement (Form 129) must be properly completed and submitted to the Retirement Agency to begin a claim.

- Application for an Estimate of Disability Retirement Allowances**
 - **Form 21A:** Employees', Teachers', and Correctional Officers'
 - **Form 22:** State Police
 - **Form 100:** LEOPS

Retirement Coordinators must complete and submit the following forms and documents:

- **Form 20:** Section TWO Retirement Coordinator/Employer
- Applicant's job description (signed by employer)
- Applicant's use of sick, accident, and other leave usage (2 most recent years available – note if **not** available)
- Applicant's performance appraisals (2 most recent years available – note if **not** available)

Members applying for accidental disability benefits submit the above items as well as the following:

- Accident documentation and medical evidence to show that the accident was the direct cause of the disability
- Employer's first report of injury (only needed for any accident claimed on Form 20)
- Copies of Workers' Compensation awards

For special/accidental disability claims, State Police and LEOPS members must also submit:

- Evidence that the disability arose out of, or during the performance of duty

STEP TWO: APPLY FOR RETIREMENT

If approved, the member must apply to retire no later than 120 days after approval by completing the retirement package to accept disability. State employees will be considered resigned COMAR 17.04.03.16E



*** must be notarized**

estimates are **only sent to members approved by the BOT for disability retirement

RETIREMENT

DISABILITY RETIREMENT: TERMINAL ILLNESS

Alert the Retirement Agency immediately when the member has a terminal illness. MSRA will assign the claim priority status when the application arrives. To notify the Retirement Agency of a terminal case, please send forms and inquiries to disability@sra.state.md.us. In the subject line, indicate “Terminal Claim” and the member’s name. **Note that this email should only be used in terminal cases.**

Other documentation will be needed to determine eligibility for accidental benefit.



Note:

- Physician’s statement of the member’s terminal status, Form 20, and Form 129 to the Disability Unit may be sent by email to disability@sra.state.md.us
- Claimant must select either Option 1 or Option 2. Member cannot write-in any other option. Beneficiary information must be completed if option 2 is selected.
- Notary Reminders: The date the form signed by the member and date notarized do not have to be the same date. The document is not legally binding if there are any cross-outs or changes.
- Active survivor benefit will be paid if member is on payroll the date of death.



DISABILITY RETIREMENT FILING DEADLINE: Members cannot file for disability indefinitely. Applicants are subject to the following time limits:

- Four (4) years after paid employment ends. (except Judges’ or Legislative)

Membership ends when contributions and interest are withdrawn, member dies or retires. Withdrawn members are not eligible to file for disability.



DISABILITY RETIREMENT: EMPLOYER FILED

If the member is unable to apply, the following individuals may file on the member’s behalf:

- Teachers’ System: Member’s state or county superintendent of schools;
- State Police: The Secretary of the State Police (if member is unable or refuses to apply for disability retirement).
- Other Systems: Member’s appointing authority or department head.

The employer completes and signs the Statement of Disability (Form 20) and the Preliminary Application for Disability Retirement (Form 129). The last designation of beneficiary Form 4 will determine beneficiary and option selection. (COMAR 22.06.02.03)

DISABILITY RETIREMENT: SURVIVING BENEFICIARY

Surviving beneficiary may be eligible to apply for a benefit if the member dies within seven (7) days of completing the *Preliminary Application for Disability Retirement* (Form 129) and the Maryland State Retirement Agency receives the form and affidavit of signature within 30 days of member’s death. Beneficiary should contact Retirement Agency for filing instructions. (§29-103).

RETIREMENT

DISABILITY RETIREMENT CLAIM APPLICATION

The review process averages four (4) to six (6) months. Accidental claims take longer.

The Statement of Disability (Form 20) **and** the Preliminary Application for Disability Retirement (Form 129) must be properly completed and submitted to the Retirement Agency to begin a claim.

- **Form 129: Preliminary Application for Disability Retirement**
- **Form 20: Statement of Disability** (all applicant, coordinator, and physician sections must be completed)
 1. Applicant / Member Section One
 2. Retirement Coordinator Section Two
 3. Physician's Medical Report Section Three
- **Physician's Medical Report** (Form 20, section 3) and **Other Relevant Medical Records**
 - Physician report must be completed and signed by treating physician, regardless of other documentation submitted.
- **Job Description:** Medical Board evaluates claim in relation to individual's job duties
 - Must be signed by employer. The claimant must be deemed **completely** and **permanently** unable to perform their job to qualify for disability.
- **Leave Usage Report and Performance Evaluations, *if available***
 - Employer provides leave usage (w/ leave code explanation) and performance evaluation within the last year, if available. Note if not available.
- **Other Employer Documents** (upon request)
- **Employer's First Report of Injury and any Workers' Compensation Awards** (Accidental/Special Disability claims only): Workers' Compensation benefit may have impact on accidental disability retirement benefit; notify Retirement Agency if disputing facts of incident



DISABILITY RETIREMENT FILING REMINDERS: Must be filed with or prior to ordinary claim, unless the injury occurs after an ordinary claim is filed. Claim must be based on an accident occurring within the past five (5) years of the claim (EXCEPT State Police Retirement System, Correctional Officers' Retirement System, or LEOPS members). All claims are evaluated for ordinary disability if they have five (5) years of eligibility service credit.

RETIREMENT

DISABILITY: WORKERS' COMPENSATION

IMPORTANT NOTE: Disability benefits are “coordinated” with benefits payable from Workers’ Compensation. Retirement law may require the Retirement Agency to withhold an amount equivalent to the Workers’ Compensation award if the Workers’ Compensation benefits and disability benefits are based on the same event and are paid at the same time.

Retirees receiving an accidental disability retirement must notify the Retirement Agency in writing if additional Workers’ Compensation awards are received.

The Retirement Agency may **not** offset a retirement allowance for Workers’ Compensation benefits that are health insurance premiums, reimbursements for legal fees, medical expenses or other payments made to third parties and not to the retiree.

The offset described above does not apply to Employees’ Pension System retirees who receive a disability retirement benefit as a former employee of a county board of education, the Board of School Commissioners of Baltimore City, or a participating governmental unit or a designated beneficiary.

DISABILITY RETIREMENT: EMPLOYER NOTIFICATION

The Retirement Agency shall notify retirement coordinators at three key disability claim “milestones”:

1. General Claim Letter: All documents received, and the Medical Board will review the claim.
2. Claim Closed Letter: Claimant failed to diligently pursue the claim or failed to accept retirement. The member may file a new disability claim if they are eligible to apply.
3. BOT Claim Approval/Denial Letter: The Board of Trustees approved or denied a disability retirement benefit.

DISABILITY RETIREMENT DATE

The effective date of retirement is the **later** of the:

- a) First day of the month following the last day the applicant was on payroll, as certified by the applicant's employer;
- b) First day of the month following the date the Retirement Agency receives a properly completed Statement of Disability and Preliminary Application for Disability Retirement; or
- c) First day of the month when the applicant desires to retire as set forth on the Application for Disability Retirement that is properly completed and submitted to the Retirement Agency.

The effective date of retirement may **not** be later than 120 days from the date of the Disability Unit’s notice to the applicant. Contact MSRA if applicant was on a leave of absence or purchased service. COMAR 22.06.05.06

RETIREMENT

RETIREMENT PACKET

Coordinators recommend members:

- View MSRA website for videos, forms, benefit estimator, newsletters, and other resources
- Register for mySRPS to access their account information, beneficiary information, etc.
- Attend a MSRA-sponsored pre-retirement seminar/webinar
- Apply to purchase service credit (Form 26)
- Claim military service credit (Form 43)
- Contact employer to inquire about and complete other employer forms before retirement
- Schedule an appointment with an MSRA retirement specialist, if member has benefit questions

Disability Retirement: Retirees are **not** eligible to file a disability claim. A member or former member must file a disability claim **prior** to the effective date of a service retirement. Advise members eligible for retirement to contact MSRA to discuss retirement options prior to filing disability claim.

ESTIMATE REQUEST FOR SERVICE or EARLY RETIREMENT ALLOWANCE

mySRPS is the fastest way to receive an estimate. Please encourage all members to register for mySRPS. mySRPS will provide the earliest retirement date. Members can also adjust estimates for salary increases or unused sick leave. This is the preferred method for members to get retirement estimates.

Members within a year of retirement may complete an **Application for Estimate of Service Retirement Allowances**, which provides an estimate of the monthly payments the retiree would receive for each of the available MSRPS allowance options. The estimate will be the same as a mySRPS estimate except it will not include sick leave or salary adjustments.

- **Form 9:** Employees', Teachers', CORS
- **Form 10:** State Police
- **Form 97:** LEOPS



Note:

- Retirees cannot change their option selection after their first payment is paid.
- Encourage eligible members to make an informed choice by registering for mySRPS and creating an estimate
- Do not delay or prevent a retirement by requiring the member to request or create an estimate
- If a beneficiary is named, estimate reflects the Basic Allowance and all option allowances 1-6. If no beneficiary is named, estimate reflects the Basic Allowance, Options 1 and 4 only

RETIREMENT

Coordinators provide the following forms and documents for members to file **two months** prior to retiring:

- Retirement Checklist Pamphlet
- Guide to Choosing an Option for...pamphlet

FORMS NECESSARY FOR RETIREMENT (OVERVIEW)

The following forms and materials **must** be submitted to the Maryland State Retirement Agency:

- **Application for Service/Disability Retirement***
 - Form 13-23: Employees' Teachers', and Correctional Officers'
 - Form 15: Legislative
 - Form 16: Judges'
 - Form 14-24: State Police*
 - Form 98-101: LEOPS*
- **Designation of Beneficiary*** (if *Basic, Option 1, or Option 4* is selected)
 - Form 4: Employees', Teachers', Correctional Officers', LEOPS, State Police*
 - Form 4.1: Judges'*
 - Form 55: Legislative*
 - mySRPS secure portal
- **Beneficiary Proof of Birth:** If dual life option 2, 3, 5, or 6: Retiree can name only one beneficiary and must submit proof of birth for beneficiary. Please include retiree name and SSN on beneficiary proof of birth.
- **Form 85:** Direct Deposit Electronic Fund Transfer Sign-up Form (**Note:** The form advises member to send the form and documents directly to the Retirement Agency. If a member gives the form to their employer, the completed form must be sent via Employer Portal or Mail. SRA will not accept Form 85 via email. Direct deposit may be updated on mySRPS)
- **Form 766.11:** Maryland State Tax Withholding Request
- **IRS Form W-4P:** Federal Tax Withholding
- **Form 143:** Verification of Retiree's Disabled Child (*if applicable*)
- **Form 703:** Option Waiver* to change option before 1st check paid

In addition, coordinators assisting State Police and LEOPS members provide the following forms and documents to apply for Deferred Retirement Option Program:

- **Form 756*:** State Police & **Form 504*:** LEOPS Deferred Retirement Option Program (DROP)
- **Form 506:** State Police & **Form 507:** LEOPS Binding Letter of Resignation

At the end of DROP participation, the member completes and submits the following to the Maryland State Retirement Agency:

- **Form 757:** State Police & **Form 505:** LEOPS Application for Withdrawal of DROP Account
- **Form 757.2:** State Police & **Form 505.2:** LEOPS Election to Terminate DROP
- **Reemployment form**



***must be notarized**

RETIREMENT

RETIREMENT ALLOWANCE OPTIONS

Advise member to contact the Retirement Agency to discuss retirement allowance options.

IMPORTANT: Retiree cannot change option after first payment is due.

Retiree may select only **one** allowance option.

MARITAL STATUS (State Police & LEOPS retirees only): Married State Police and LEOPS retirees **must** select the Basic Allowance and name the spouse as beneficiary. If not married, State Police and LEOPS retirees may select any option.

MULTIPLE BENEFICIARIES: Basic Allowance, Options 1 or 4 allow for multiple beneficiaries.

DUAL LIFE OPTIONS: Options 2, 3, 5, or 6 – Retiree can name only **one** beneficiary and must submit proof of birth for beneficiary. No contingent beneficiary(ies) may be named. OPTION 2 or 5: The beneficiary cannot be more than 10 years younger than the retiree unless the beneficiary is the spouse or retiree's disabled child. To designate a disabled child under Option 2 or 5, a completed Form 143 must be submitted with the retirement application.

HEALTH INSURANCE BENEFICIARY COVERAGE: The State Retirement Agency does **not** manage retiree health benefits. Not all participating employers provide retiree health coverage. Contact the employer's health benefits division for information.

State of Maryland employees: If eligible, only Option 2, 3, 5 or 6 continue health program coverage for eligible surviving dependents (i.e., spouse, dependent children) after retiree's death. State Police and LEOPS surviving spouse receiving benefits have continued health coverage. Eligible surviving dependent must be named as the beneficiary. Contact employee benefits division at 410-767-4775 for eligibility and cost information.

OPTION WAIVER (Form 703): Retiree cannot change option after the first payment is due. Before first payment is due, retiree can change their allowance option selection by filing an Option Waiver (Form 703) with MSRA. Contact MSRA for form.

QUESTIONS? Contact the Retirement Agency to discuss retirement allowance options.

RETIREMENT

APPLYING FOR RETIREMENT

- **Application for Service or Disability Retirement:** Initiates payment of retirement benefits based on selected allowance option.
 - **Form 13-23:** Employees', Teachers', CORS
 - **Form 14-24:** State Police
 - **Form 98-101:** LEOPS
- **Beneficiary Form 4** (only use for Basic payment allowance or Optional payment allowances 1 or 4): Completed at retirement to designate multiple beneficiaries. Retirees submit Form 4 directly to MSRA to update beneficiaries. Or update beneficiaries on **mySRPS** secure portal – No notary needed.

Beneficiaries: Prior designations do *not* carry forward from a member account to a retirement benefit. Retiring members must designate beneficiary(ies) on the retirement application, or by submitting a new Beneficiary Form with their retirement application if they are designating more than one beneficiary.

Retirees may change beneficiaries after retirement but *not* their allowance option. Retiree must complete a **Form 66** to initiate a beneficiary change. The monthly allowance will be recalculated when the benefit is changed for options 2, 3, 5, or 6.



Note:

- No retirement contribution is due for a pay period ending on or after the retirement date.
- Forms must be submitted on the Employer Portal by the coordinator for active members.
- Retiree cannot be on payroll the date they retire.
- For Option 2, 3, 5 or 6, proof of birth for sole beneficiary must be submitted (Must include retiree name and SSN on beneficiary proof of birth). If Option 2 or 5 is selected, the beneficiary listed cannot be more than 10 years younger than the retiree unless the beneficiary is the spouse or retiree's disabled child.
- **Option Waiver (Form 703):** Cannot change option after the first payment is due. Before first payment is due, retiree can change their allowance option selection by filing an Option Waiver (Form 703) with MSRA. Contact MSRA for form.
- **Employer Page:** Must be completed if they have been on payroll within last 60 days. Employer must verify last day on payroll (i.e. worked or paid leave). Include the job classification on the back of the form.
- **Unused Sick Leave:** Coordinators are required to re-certify number of days of unused sick leave thirty (30) days after the member's actual retirement date, regardless of whether there are any changes. For more detailed instruction, See UNUSED SICK LEAVE CREDIT section and checklists for retirement application.
- **Reemployment After Retirement:** Explains the consequences of reemployment after retirement
- **Voluntary Funds:** see mySRPS

RETIREMENT



FILING DEADLINE (COMAR 22.01.14): To avoid payment delays, submit application 30 days prior to retirement date. Do not encourage members to file late. Do not delay submitting retirement paperwork to MSRA. Filing delays result in payment delays.

Retiring Upon Separation of Employment: MSRA accepts applications after their retirement date. Application must be properly completed and notarized within the month of retirement to retire the first day of the month; otherwise, retirement date will be the first of the month after the application is received if retiree is separated from employment and eligible for a full-service retirement.

Vested: If the member was not eligible for service retirement when they separated from employment, the retirement date will be the first of the month after the vested member reaches normal retirement age. COMAR 22.01.14.03

Teachers': Applicant must be separated from employment as of June 30 and application must be received on or before September 15 for a July 1 retirement date.

10-month employees with a July 1, August 1 or September 1 retirement date must have their application notarized on or before August 31 and received on or before September 15.

DISABILITY RETIREMENT: Must be completed and filed within 120 days of notification of Board approval for disability retirement. COMAR 17.04.03.16E states, if a State employee is approved for disability retirement by the Maryland State Retirement Agency, unless the employee resigns or is removed earlier, the employee shall be considered resigned from State service as of the 120th day after the approval.

- **Form 85: Direct Deposit Electronic Fund Transfer Sign Up:** Provides for direct deposit of retiree's check to a bank, savings institution, or credit union. Cannot be paid to a third party (i.e., not retiree or beneficiary).
 - To avoid delays, submit at least one month prior to desired retirement date.
 - Retirement checks must be direct deposited unless retiree lives outside of U.S. or has been approved by MSRA executive director for an undue hardship waiver.
 - **Note:** The form advises member to send the form and documents directly to the Retirement Agency. If a member gives the form to their employer, the completed form must be sent via Employer Portal or Mail. SRA will not accept Form 85 via email.
 - Direct deposit may be updated on mySRPS
- **Form 766.11: Maryland State Tax Withholding Request + IRS Form W-4P: Federal Tax Withholding:** Allows retiree to designate how much tax to have withheld from the retirement check.



Should be submitted with the retirement application at least one month prior to retirement date. Withholding amounts can be changed at any time. Submitting a new form replaces previous withholding selection. Tax withholdings can be updated on mySRPS.

RETIREMENT

UNUSED SICK LEAVE CREDIT

- **Application for Service or Disability Retirement Section E. Unused Sick Leave:**

Retirees are entitled to receive creditable service for unused sick leave if the member retires on or before 30 days after the member is separated from employment (§ 20-206).

Unused Sick Leave Credit Eligible Retirement Types: ordinary disability, early, or service retirement.

Unused Sick Leave: Leave available to the employee as sick leave during employment. No other unused leave balances (i.e., personal leave) may be reported as unused sick leave.

Unused sick leave cannot be used to qualify a member for retirement or reduce an early retirement reduction.

Employer certifies the number of unused sick leave days.

The Maryland State Retirement Agency calculates the creditable service for unused sick leave days.



Note:

Converting hours to days: Convert the number of unused sick leave hours to days by dividing hours by the standard full-time hours.

Standard Full-Time Hours: The standard full-time hours for State agencies and *most* MSRPS participating employers (PGU) is eight (8) hours. Participating units whose standard full-time hours is less than eight (8) hours per day should divide unused sick leave hours by the employer's standard full-time hours.

Examples:

2500 hours ÷ 8 standard hours = 312.5 days. Report as 312 days.

2500 hours ÷ 7.5 standard hours = 333.3 days. Report as 333 days.

Part-time employees: Divide unused sick leave hours by the standard full-time hours regardless of hours worked.

Example: 1250 hours ÷ 8 hours = 156.25 days. Report as 156 days.



FILING DEADLINE: Retirement paperwork must be properly completed and notarized within 30 days after the member is separated from employment to receive creditable service for unused sick leave. 10-month employees with a July 1, August 1 or September 1 retirement date must have their application notarized on or before August 31 and received on or before September 15.

Coordinator must report unused sick leave days *prior to* retirement date and recertify unused leave 30 days *after* the effective retirement date for all retirees regardless of type of retirement, system, or whether there are any changes.

RETIREMENT

UNUSED SICK LEAVE CREDIT CHART

Years of Service	Maximum UNUSED Sick Leave DAYS	UNUSED Sick Leave Days	Retirement Credit 10-month Teachers & Employees	Retirement Credit 12-month Employees
0 - 1	0 - 15	1 - 10	0	0
1 - 2	16 - 30	11 - 32	1	1
2 - 3	31 - 45	33 - 54	2	2
3 - 4	46 - 60	55 - 76	3	3
4 - 5	61 - 75	77 - 98	4	4
5 - 6	76 - 90	99 - 120	5	5
6 - 7	91 - 105	121 - 142	6	6
7 - 8	106 - 120	143 - 164	7	7
8 - 9	121 - 135	165 - 186	8	8
9 - 10	136 - 150	187 - 208	9	9
10 - 11	151 - 165	209 - 230	10	10
11 - 12	166 - 180	231 - 252	10	11
12 - 13	181 - 195	253 - 274	10	12
13 - 14	196 - 210	275 - 296	11	13
14 - 15	211 - 225	297 - 318	12	14
15 - 16	226 - 240	319 - 340	13	15
16 - 17	241 - 255	341 - 362	14	16
17 - 18	256 - 270	363 - 384	15	17
18 - 19	271 - 285	385 - 406	16	18
19 - 20	286 - 300	407 - 428	17	19
20 - 21	301 - 315	429 - 450	18	20
21 - 22	316 - 330	451 - 472	19	21
22 - 23	331 - 345	473 - 494	20	22
23 - 24	346 - 360	495 - 516	20	23
24 - 25	361 - 375	517 - 538	20	24
25 - 26	376 - 390	539 - 560	21	25
26 - 27	391 - 405	561 - 582	22	26
27 - 28	406 - 420	583 - 604	23	27
28 - 29	421 - 435	605 - 626	24	28
29 - 30	436 - 450	627 - 648	25	29
30 - 31	451 - 465	649 - 670	26	30
31 - 32	466 - 480			
32 - 33	481 - 495			
33 - 34	496 - 510			
34 - 35	511 - 525			
35 - 36	526 - 540			
36 - 37	541 - 555			
37 - 38	556 - 570			
38 - 39	571 - 585			
39 - 40	586 - 600			
40 - 39	601 - 615			
41 - 42	616 - 630			
42 - 43	631 - 645			
43 - 44	646 - 660			
44 - 45	661 - 675			

Unused sick leave: Leave available to the employee as sick leave during employment. No other unused leave balances (i.e. personal leave) may be reported as unused sick leave. Unused sick leave cannot be used to qualify a member for retirement or reduce an early retirement reduction.

Employers certify all unused leave days and report unused sick leave days to the Maryland State Retirement Agency

Maryland State Retirement Agency determines unused sick leave retirement credit.

Retirees may receive creditable service for unused sick leave if the member retires on or before 30 days after the member is separated from employment (§20-206). (Retirement type: ordinary disability, early or service retirement). Retirees may receive one month of creditable service for each 22 days of unused sick leave reported. And an additional month if they have 11 or more days remaining. Retirees are allowed a maximum of 15 days of unused sick leave for each year of service credit.

Retirees with over 45 years of service and 670 days of unused sick leave may receive more unused sick leave credit unless they have reached their plans maximum benefit.

RETIREMENT

DEFERRED RETIREMENT OPTION PROGRAM: DROP PARTICIPATION

Confirm eligibility to participate in DROP with DROP Administrator, Margaret Hampton (mhampton@sra.state.md.us) or 410-625-5687. Participation eligibility is based on creditable service. See **System: Law Enforcement Officers' Pension System (LEOPS)** and **System: State Police Retirement System (SPRS)**.

	LEOPS	State Police
Deferred Retirement Option Program* (DROP) Enrollment Package Notifies MSRA of intent to participate in DROP and duration of participation.	Form 504	Form 756
Retirement Application Form must be acknowledged by a notary public.	Form 98	Form 14
Binding Letter of Resignation	Form 507	Form 506
Acknowledgement of Special Tax Notice		
Beneficiary(ies) Proof of Birth		



TO AVOID DELAYS: Submit 30 days prior to retirement date.

Payroll: STOP reporting hours and contributions after retirement date.

Unused Sick Leave Credit: Adjust sick leave balance to remove unused sick leave reported to be applied to retirement benefit.

FILING DEADLINE: Forms must be received no later than the day prior to DROP enrollment date which is their retirement date.

DEFERRED RETIREMENT OPTION PROGRAM: DROP WITHDRAWAL

	LEOPS	State Police
Deferred Termination Package Notifies MSRA of intent to withdraw	Form 505	Form 757
Election to Terminate DROP Participation	Form 505.2	Form 757.2
Special Tax Notice Regarding Rollovers		
Trustee to Trustee Form for Rollovers	Form 193	Form 193
Direct Deposit Form	Form 85	Form 85

Optional Forms:

Form 766.11: Tax Withholding Form
IRS Form W-4P: Federal Tax Withholding

Form 77: Change of Address
Form 4: Beneficiary Form or mySRPS secure portal



NOTIFICATION DEADLINE: 30 days prior to withdrawal date.

RETIREMENT

ACTIVE SURVIVOR BENEFITS

The Maryland State Retirement and Pension System provides valuable survivor benefits to members who die while:

- Active on payroll, including paid leave or leave without pay less than 30 days
- Qualified MSRA-approved leave of absence
- Performing qualified military duty
- **Form 28: Request for Certification of Salary:** Certifies annual salary, total unused sick days of deceased, and payroll information.
- **Death Certificate:** official copy
- **Form 20A: Physician's Medical Report:** Required for line of duty death.



Note:

- Salary figure must be accurate since it is the basis for determining beneficiary compensation. Benefit equals one year's salary plus any accumulated contributions and interest for active members.
- MSRA will send beneficiary(ies) Form 32 Notification and Claim of Beneficiary. Form must be notarized and must be accompanied by an official copy of death certificate.
- MSRA will make payment to the deceased member's beneficiary(ies) in accordance with §29-201 through §29-207 of the Annotated Code of Maryland based upon the information provided by the employing agency and the information on the deceased member's MSRA account.
- MSRA will send Physician Medical Report form to beneficiary to be completed by physician.

RETIREMENT

REEMPLOYMENT AFTER RETIREMENT

No offers of reemployment should be discussed by the member with their employer prior to retirement.

The Annotated Code of Maryland §20-101 defines a “retiree” as an individual who has “separated from employment” with a participating employer and “retirement” means the grant of a retirement allowance after “separation from employment” with a participating employer.

Therefore, to retire, the retiree must be “separated from employment”, and the employer must certify that such a separation has occurred.

Maryland law § 23-407, § 24-405, § 25-403, § 26-403, § 27-406, requires a minimum of 45 days between their retirement date and the date rehired by a MSRPS participating employer.

MSRPS retirees are required by law to notify the retirement agency in writing of their intention to accept reemployment, name of employer and anticipated earnings.

Normal service retirees who become reemployed by the same employer that they retired from may be subject to earnings limitation. All units of Maryland State Government (including the University System) are considered one employer.

Service retirees who retire early and become reemployed by any participating employer may be subject to an earnings limitation.

Ordinary disability retirees who become reemployed by any participating employer may be subject to an earnings limitation. Disability retirees may have their benefit suspended if they return to work.

Teacher Rehire/Retire Program: The Board of Education assigns coordinators the responsibility of rehiring retirees for this program. Please note that the Superintendent of the school system is responsible for approving rehired retirees for exemption. Then the school system must submit the information to MSRPS for review to determine eligibility for the exemption. The Board will be subject to a penalty for failure to submit certification for reemployed retirees. Contact Margaret Hampton at mhampton@sra.state.md.us.

Encourage retiree to review most current retirement application for the rules for reemployment.

Encourage retiree to contact MSRA prior to returning to reemployment with any participating employer.

GLOSSARY OF TERMS

GLOSSARY OF TERMS

(Annotated Code of Maryland State Personnel and Pensions § 20-101)

Accumulated Contributions	Amounts credited to a member's individual account. It includes the member's contributions and regular interest.
AFC	Average Final Compensation The average annual earnable compensation computed as provided by law § 20-204, 20-205 or 20-205.1 New members after 7/1/2011= 5 years Prior Members before 7/1/2011= 3 years
Annuity	The part of the optional allowance derived from member's accumulated contributions.
Basic Allowance	Allowance computed without modification under 21-403 Salary History x Service Years x System Formula = Annual Retirement Allowance
BOT	Maryland State Retirement Agency Board of Trustees
Break in Service	<u>Any</u> break in employment in which the member did not actually work, use paid leave or owe contributions for greater than 30 days
COLA	Cost of Living Adjustment. May be awarded to retirees in July after one full calendar year of retirement based on plan allowance and U.S. Department of Labor's Consumer Price Index.
Creditable Service	Service credit for each day worked and required contribution received. Credit used in the calculation of the allowance that determines the dollar amount of the member's benefit. Determines AMOUNT of benefit.
Contractual	"Contractual employee" means an individual who provides personal services to a participating employer for pay if <u>all</u> of the following conditions exist: (i) The services and pay are specified in a <u>current written personal services agreement</u> between the employer and an individual; (ii) There is an employer-employee relationship between the participating employer and the individual; and (iii) The individual does <u>not</u> receive any fringe <u>benefits</u> , except as provided by law or by statutorily authorized written policies adopted on or before November 6, 2017, which the employer has applied uniformly and which define a class of contractual employees who are entitled to receive specified fringe benefits. COMAR 22.04.02.04 Personnel §13-101
Deficiency	Missed contributions or payroll reporting errors may result in an account deficiency. A deficiency is the difference between the contribution amount received and the amount expected, plus interest.

GLOSSARY OF TERMS

Defined Benefit	The System is an employer sponsored defined benefit plan. A defined benefit is defined by law and based on a formula using salary history and duration of employment. Salary History x Service Years x System Formula = Annual Retirement Allowance
Disability	Member is <u>permanently</u> and totally disabled from performing their job duties.
DROP	Deferred Retirement Option Program – <u>Open to SPRS and LEOPS only</u>
Eligibility Service	Service credit that determines the member's eligibility for a benefit. Determines WHEN a member is eligible to retire. <u>Pension Systems</u> : Members earn one (1) year of eligibility service during any fiscal year they work at least 500 regular hours, excluding overtime. <u>Retirement Systems</u> : Creditable and eligibility credit are the same.
Emergency	“Emergency employee” means an individual who: (i) Is appointed by a participating employer to provide personal services on an <i>emergency</i> basis; (ii) Is employed for a <u>nonrenewable period not to exceed 6 months</u> ; and (iii) Except as provided by law, does <u>not</u> receive any fringe benefits. COMAR 22.04.02.04
Full Cost	Member pays the cost to fund the benefit the additional purchased service will provide. Purchases may be made only in the 12-month period preceding retirement. Purchase must be made while member is active on payroll or while on an SRA Approved Leave of Absence; prior to retirement.
Former Member	An individual, who was a MSRPS member, is not collecting a benefit (i.e. retired, died) and is separated from employment beyond their membership period (Most systems: 4 years, Teachers' Retirement: 5 years)
Member	An individual whom membership in MSRPS is a condition of employment, pays required contributions, is not collecting a benefit (i.e. retired, died) and is within their membership period (Most systems: 4 years, Teachers' Retirement: 5 years)
MSRA	Maryland State Retirement Agency
MSRPS	Maryland State Retirement and Pension System
Normal Cost	Member pays missed contributions plus interest to-date of purchase. May purchase credit at any time during membership or while on an SRA approved leave of absence, prior to termination of membership or retirement.
Permanent	A <u>permanent</u> (part/full time) employee is budgeted to work at least 500 hours, not including overtime, in a fiscal year.

GLOSSARY OF TERMS

Purchased Credit	Service credit members may purchase for previous employment
Retiree	Individual “separated from employment” with a MSRPS participating employer and receiving a retirement benefit. Pensions § 20-101
Retirement	Granting of a retirement allowance after “separation from employment” with a participating employer.
Retirement Allowance	A benefit payable in equal monthly installments for life of recipient. Options § 21-403
SSIL	Social Security Integration Level is the average of the Social Security Taxable Wage Bases (SSTWB) for the last 35 years. The SSIL changes annually effective January 1.
SSWB	Social Security Taxable Wage Base SSTWB with respect to each calendar year is the maximum amount of earnings for employees subject to tax under the Federal Insurance Contribution Act.
Temporary	“Temporary extra employee” means an individual who: (i) Provides personal services to a participating employer; (ii) Is employed for a <u>nonrenewable period not to exceed 6 months</u> ; and (iii) Except as provided by law, does not receive any fringe benefits. COMAR 22.04.02.04. The State defines a temporary employee as including contractual or emergency employees (Personnel §1-101)
Unused Sick Leave	Leave available to the employee as sick leave <u>during</u> employment. No other unused leave balances (i.e. personal leave) may be reported as unused sick leave.
Vested	Refers to a member, separated from MSRPS employment, right to a future retirement benefit payable at normal retirement age for the years and service earned before termination. The majority of MSRPS members enrolled prior to 7/1/11 are vested after accumulating at least 5 years of eligibility service. Members enrolled after 7/1/11 are vested after accumulating at least 10 years of eligibility service.
Withdrawn Employer	Former Participating Governmental Unit that elected to withdraw from the State Retirement and Pension System

SYSTEMS

- ACPS** Alternate Contributory Pension Selection is an enhanced benefit provided under the Employees' /Teachers' Pension System established July 1, 2006. Provides a specified enhanced benefit to (1) State employees in the ECPS and ERS Bifurcated Plan (Plan C); (2) members of the TCPS and TRS Bifurcated Plan (Plan C); (3) eligible employees of those Participating Governmental Units that elected participation in the ACPS by June 30, 2007; and (4) eligible employees of Frederick County (withdrawn employer). **Closed June 30, 2011, to new members.**
- CORS** Correctional Officers' Retirement System established July 1, 1974
- ECPS/TCPS** Employees' Contributory Pension System/Teachers' Contributory Pension System established as of July 1, 1998, under the EPS/TPS to provide an enhanced benefit formula and limited compounded Cost of Living Adjustment. The ECPS currently consists of employers that did not elect the ACPS.
- EPS/TPS** Employee's Pension System/Teachers' Pension System established January 1, 1980 as non-contributory plans. The EPS currently consists of employers who did not elect the ECPS (7/1/1998) or ACPS (7/1/2006). Additionally, those members who transferred from the Retirement Systems to the EPS/TPS after April 1, 1998, receive the original benefit formula established January 1, 1980.
- ERS/TRS** Employees' Retirement System established 10/1/1941. Teachers' Retirement System (established 8/1/1927). Systems closed as of January 1, 1980. As of July 1, 1984, includes Plans A, B, and C (separate member contribution rates and COLAs). After December 31, 2004, members may not step down to a lesser Plan selection or transfer to a Pension System
- JRS** Judges' Retirement System established July 1, 1969
- LEOPS** Law Enforcement Officers' Pension System established July 2, 1990
- LEOPS** **Retirement** system established July 1, 1989. Tier within LEOPS for those members transferred from the ERS that provides a higher benefit formula than the general LEOPS benefit formula and requires a higher member contribution. **Closed to new participants after December 31, 2004.**
- LFPS** Local Fire and Police System established July 1, 1989. Tier within LFPS for those members who transferred from the ERS that provides a higher benefit formula than the LFPS benefit formula and requires a higher member contribution. **Retirement tier closed to new participants after December 31, 2004. Closed July 1, 2008.**
- LPP** Legislative Pension Plan established January 13, 1971
- RCPB** Reformed Contributory Pension Benefit established July 1, 2011, for new members of the EPS/TPS. (CORS, LEOPS and SPRS – Reformed Benefit)
- SPRS** State Police Retirement System established July 1, 1949

PLAN SUMMARIES

System: TEACHERS' & EMPLOYEES' Reformed Contributory Pension Benefit (RCPB)

Status: Established 7/1/2011

Membership	Mandatory for permanent teachers and employees who are budgeted to work more than 500 hours in a fiscal year.
Member Contributions	7% of annual compensation
Average Final Compensation	Average of 5 highest consecutive years of earnings
Vested Benefits	Eligibility: At least 10 years of eligibility service Allowance: Benefit payments begin at age 65 based on AFC at time of termination of employment. May qualify for a reduced benefit as early as age 60
Service Retirement	Eligibility: Age 65 with 10 years eligibility service or Age + Eligibility Service years = 90 Allowance: 1.5% (.015) of AFC x creditable service
Early Retirement	Eligibility: Age 60 and 15 years of service Allowance: Service benefit reduced 6% per year (.005 X months) under age 65 Maximum reduction 30%
COLA	Limited to 2.5% for years system meets assumed interest rate, 1% for years assumed rate not met
Ordinary Disability	Eligibility: 5 years of eligibility service if medical board certifies the member is permanently disabled with regard to the performance of their job duties and MSRPS BOT grants disability allowance Allowance: Service retirement benefit with creditable service and salary projected to age 65
Accidental Disability	Eligibility: Permanently disabled as a direct result of an on-the-job injury. Must file within 5 years of the accident. Allowance: Annual benefit is 2/3 (.667) of AFC plus an annuity based on the members accumulated contributions. Allowance may not exceed a member's AFC.
Active Survivor Benefit	Eligibility: 1 year of eligibility service, or in the course of duty Payable: Annual salary plus member's contributions with interest. Note: In lieu of lump sum payment can take Spouse Law Active Survivor Benefit if qualifications below are met.
Spouse / Child Law Active Survivor Benefit	Eligibility: If the member 1. was eligible to retire 2. had at least 25 years of eligibility service or 3. was at least 55 years old with 15 years of eligibility service Payable: In lieu of active survivor benefit, spouse entitled to receive a lifetime monthly allowance based on an option 2 benefit. If no spouse, children under age 26 or disabled children at any age, shall receive 50% of what the member's basic allowance would have been, had the member been retired.
Line of Duty Survivor Benefit	A single lump sum payment consisting of the member's contributions and interest paid to the designated beneficiaries. <i>PLUS</i> the spouse receives a monthly benefit equal to 2/3 of member's AFC. If there is no spouse, children will receive the payment until the youngest child attains the age of 26, lifetime benefit for disabled children, or if no spouse or child, dependent parent for life.

PLAN SUMMARIES

System: TEACHERS' & EMPLOYEES' ALTERNATE CONTRIBUTORY PENSION SYSTEM (ACPS)

Status: Established 7/01/2006 **Closed** to new members 6/30/2011

Membership	Mandatory for teachers and employees who were active as of 7/1/2006 to 6/30/2011 (closed)
Member Contributions	7% of annual compensation
Average Final Compensation	Average of 3 highest consecutive years of earnings
Vested Benefits	Eligibility: At least 5 years of eligibility service Allowance: Benefit payments begin at age 62 based on AFC at time of termination of employment. May qualify for a reduced benefit as early as age 55.
Service Retirement	Eligibility: 30 YEARS OF SERVICE <u>or</u> age 62 with 5 years eligibility service age 63 with 4 years eligibility service age 64 with 3 years eligibility service age 65 with 2 years eligibility service Allowance: 1.2% (.012) of AFC x creditable service up to 6/30/98 <u>plus</u> 1.8% (.018) of AFC x creditable service after 6/30/98
Early Retirement	Eligibility: Age 55 and 15 years of service Allowance: Service benefit reduced 6% per year (.005 X months) under age 62 Maximum reduction 42%
COLA	Limited to a 3% compounded COLA; Service after 7/1/2011 limited to 2.5% for years system assumed interest rate, 1% for years assumed rate not met
Ordinary Disability	Eligibility: 5 years of eligibility service if medical board certifies the member is permanently disabled with regards to the performance of their job duties and MSRPS BOT grants disability allowance. Allowance: Service retirement benefit with creditable service and salary projected to age 62.
Accidental Disability	Eligibility: Permanently disabled as a direct result of an on the job injury. Must file within 5 years of the accident. Allowance: Annual benefit is 2/3 (.667) of AFC plus an annuity based on the members accumulated contributions. Allowance may not exceed a member's AFC.
Active Survivor Benefit	Eligibility: 1 year of eligibility service or death occurs in the performance of duty. Payable: Annual salary plus member's contributions with interest. Note: In lieu of lump sum payment can take Spouse Law Active Survivor Benefit if qualifications below are met.
Spouse/ Child Law Active Survivor Benefit	Eligibility: If the member 1. was eligible to retire 2. had at least 25 years of eligibility service or 3. was at least 55 years old with 15 years of eligibility service Payable: In lieu of active survivor benefit, spouse entitled to receive a lifetime monthly allowance based on an option 2 benefit. If no spouse, children under age 26 or disabled children at any age, shall receive 50% of what the member's basic allowance would have been, had the member been retired
Line of Duty Survivor Benefit	A single lump sum payment consisting of the member's contributions and interest paid to the designated beneficiaries. <i>PLUS</i> the spouse receives a monthly benefit equal to 2/3 of member's AFC. If there is no spouse, children will receive the payment until the youngest child attains the age of 26, lifetime benefit for disabled children, or if no spouse or child, dependent parent for life.

PLAN SUMMARIES

System: TEACHERS' & EMPLOYEES' RETIREMENT SYSTEM (TRS/ERS)

Status: TRS established 8/1/1927, ERS established 10/1/1941 **Closed** to new members 1/1/80

Membership	Mandatory for permanent members under the ERS and TRS plan (Closed 1/1/80)
Member Contributions	Plan A – 7% of annual compensation Plan B – 5% of annual compensation Plan C – Members whose employers didn't participate in the ECPS 0% up to SSWB 5% of compensation in excess of SSWB for the year Plan C – teachers, state employees or members whose employers elected to participate in ACPS and Reformed 7% of annual compensation (2% of elected ECPS)
Average Final Compensation	Average of 3 highest years of earnings
Vested Benefits	Eligibility: At least 5 years of eligibility service Allowance: Accrued allowance begins at age 60 based on service and salary at termination of employment.
Service Retirement	Eligibility: At least age 60, regardless of creditable service or at least 30 years of service regardless of age. Allowance: $\frac{AFC \times \text{Years of Service}}{55}$ Note Plan C requires 2-part calculation.
Early Retirement	Eligibility: At least 25 years of creditable service Allowance: Service benefit reduced 6% per year (.005 x months) under age 60 or 30 years, whichever is smaller – Maximum reduction is 30%
COLA	Plan A – Unlimited annual compounded COLA Plan B – Limited to a maximum 5% annual compounded COLA Plan C – Based on a combination of unlimited or 5% maximum compounded cola and 3% of initial benefit – Noncontributory Pension System or 3% compounded cola Contributory Pension System, ACPS and Reformed.
Ordinary Disability	Eligibility: 5 years of eligibility service if medical board certifies the member is permanently disabled with regards to the performance of their job duties and MSRPS BOT grants disability allowance. Allowance: Greater of normal service benefit or if member is under normal retirement age, lesser of 25% of AFC or normal service benefit with projected salary and service. OR 25% of AFS if member is normal retirement age.
Accidental Disability	Eligibility: Permanently disabled as a direct result of an on the job injury. Must file within 5 years of the accident. Allowance: Annual benefit is 2/3 (.667) of AFC plus an annuity based on the members accumulated contributions. Allowance may not exceed a member's AFC.
Active Survivor Benefit	Eligibility: 1 year of eligibility service or death occurs in the performance of duty. Payable: Lump sum annual salary plus member's contributions with interest.
Spouse/Child Law Active Survivor Benefit	Eligibility: If the member (1) was eligible to retire (2) had at least 25 years of eligibility service or (3) was at least 55 years old with 15 years of eligibility service Payable: In lieu of active survivor benefit, spouse entitled to receive a lifetime monthly allowance based on an option 2 benefit. If no spouse, children under age 26 or disabled children at any age, shall receive 50% of what the member's basic allowance would have been, had the member been retired
Line of Duty Survivor Benefit	A single lump sum payment consisting of the member's contributions and interest paid to the designated beneficiaries. <i>PLUS</i> the spouse receives a monthly benefit equal to 2/3 of member's AFC. If there is no spouse, children will receive the payment until the youngest child attains the age of 26, lifetime benefit for disabled children, or if no spouse or child, dependent parent for life.

PLAN SUMMARIES

System: EMPLOYEES' NON-CONTRIBUTORY PENSION SYSTEM (NCPS)

Status: Established 1/1/1980; Open only to PGUs who elected NOT to participate in the Contributory or ACPS

Membership	Mandatory membership for employees of Prince George's County Government, Prince George's County Crossing Guards, City of Crisfield, Crisfield Housing Authority and Town of North Beach Withdrawn Employers: Anne Arundel County Community Action Committee, Caroline County Roads Board, Carroll County Government, Town of Elkton, Garrett County Commission, Garrett County Roads Board and Howard County Government	
Member Contributions	0% of annual contribution up to SSWB 5% of annual compensation in excess of the SSWB for the year.	
Average Final Compensation	Member prior to 7/1/2011: Average of 3 highest consecutive years of earnings Member on or after 7/1/2011: Average of 5 highest consecutive years of earnings	
Vested Benefits	Member prior to 7/1/2011: Eligibility: At least 5 years of eligibility service Allowance: Benefit payments begin at age 62 based on AFC at time of termination of employment. May qualify for a reduced benefit as early as age 55.	Member on or after 7/1/2011: Eligibility: At least 10 years of eligibility service Allowance: Benefit payments begin at age 65 based on AFC at time of termination of employment. May qualify for a reduced benefit as early as age 60.
Service Retirement	Member prior to 7/1/2011: Eligibility: 30 Years of eligibility service <u>OR</u> Age 62 with 5 years eligibility service Age 63 with 4 years eligibility service Age 64 with 3 years eligibility service Age 65 with 2 years eligibility service	Member on or after 7/1/2011: Eligibility: Age 65 with 10 years eligibility service <u>OR</u> Age + Eligibility Service years = 90
	Allowance: .8% (.008) of AFC up to SSIL x creditable service PLUS 1.5% (.015) x AFC in excess of SSIL x creditable service	
Early Retirement	Member prior to 7/1/2011: Eligibility: Age 55 and 15 years of service Allowance: Service benefit reduced 6% per year (.005 X months) under age 62. Maximum reduction 42%	Member on or after 7/1/2011: Eligibility: Age 60 and 15 years of service Allowance: Service benefit reduced 6% per year (.005 X months) under age 65. Maximum reduction 30%
COLA	Service accrued prior to 7/1/2011 limited to a maximum 3% COLA on initial benefit. Service after 7/1/2011 limited to 2.5% for years system meets assumed interest rate, 1% for years assumed rate not met	
Ordinary Disability	Eligibility: 5 years of eligibility service if medical board certifies the member is permanently disabled with regards to the performance of their job duties and MSRPS BOT grants disability allowance. Allowance: Service retirement benefit with creditable service projected and salary to normal retirement age	
Accidental Disability	Eligibility: Permanently disabled as a direct result of an on-the-job injury. Must file within 5 years of the accident. Allowance: Annual benefit is 2/3 (.667) of AFC plus an annuity based on the members accumulated contributions. Allowance may not exceed a member's AFC.	
Active Survivor Benefit	Eligibility: 1 year of eligibility service or death occurs in the performance of duty. Payable: Annual salary plus member's contributions with interest. Note: In lieu of lump sum payment can take Spouse/Child Law Active Survivor Benefit if qualifications below are met.	
Spouse/ Child Law Active Survivor Benefit	Eligibility: If the member 1. was eligible to retire 2. had at least 25 years of eligibility service or 3. was at least 55 years old with 15 years of eligibility service Payable: In lieu of active survivor benefit, spouse entitled to receive a lifetime monthly allowance based on an option 2 benefit. If no spouse, children under age 26 or disabled children at any age, shall receive 50% of what the member's basic allowance would have been, had the member been retired	
Line of Duty Survivor Benefit	A single lump sum payment consisting of the member's contributions and interest paid to the designated beneficiaries. <i>PLUS</i> the spouse receives a monthly benefit equal to 2/3 of member's AFC. If no spouse, children receive payment until youngest child attains age of 26, lifetime benefit for disabled children, or if no spouse or child, dependent parent for life.	

PLAN SUMMARIES

System: EMPLOYEES' CONTRIBUTORY PENSION SYSTEM (ECPS)

Status: Established 7/1/1998; Open only to PGUs who elected NOT to participate in the ACPS

Membership	Mandatory for active employees of Town of Emmitsburg, City of Frostburg, Town of Middleton and City of Taneytown.	
Member Contributions	2% of annual compensation	
Average Final Compensation	Member prior to 7/1/2011: Average of 3 highest consecutive years of earnings Member on or after 7/1/2011: Average of 5 highest consecutive years of earnings	
Vested Benefits	Member prior to 7/1/2011: Eligibility: At least 5 years of eligibility service Allowance: Benefit payments begin at age 62 based on AFC at time of termination of employment. May qualify for a reduced benefit as early as age 55.	Member on or after 7/1/2011: Eligibility: At least 10 years of eligibility service Allowance: Benefit payments begin at age 65 based on AFC at time of termination of employment. May qualify for a reduced benefit as early as age 60.
Service Retirement	Member prior to 7/1/2011: Eligibility: 30 Years of eligibility service <u>OR</u> Age 62 with 5 years eligibility service Age 63 with 4 years eligibility service Age 64 with 3 years eligibility service Age 65 with 2 years eligibility service	Member on or after 7/1/2011: Eligibility: Age 65 with 10 years eligibility service <u>OR</u> Age + Eligibility Service years = 90
	Allowance: 1.2% (.012) of AFC x creditable service up to 6/30/98 1.4% (.014) of AFC x creditable service after 6/30/98	
Early Retirement	Member prior to 7/1/2011: Eligibility: Age 55 and 15 years of service Allowance: Service benefit reduced 6% per year (.005 X months) under age 62. Maximum reduction 42%	Member on or after 7/1/2011: Eligibility: Age 60 and 15 years of service Allowance: Service benefit reduced 6% per year (.005 X months) under age 65. Maximum reduction 30%
COLA	Service accrued prior to 7/1/2011 limited to a 3% compounded COLA. Service after 7/1/2011 limited to 2.5% for years system meets assumed interest rate, 1% for years assumed rate not met	
Ordinary Disability	Eligibility: 5 years of eligibility service if medical board certifies the member is permanently disabled with regards to the performance of their job duties and MSRPS BOT grants disability allowance. Allowance: Service retirement benefit with creditable service and salary projected to normal retirement age	
Accidental Disability	Eligibility: Permanently disabled as a direct result of an on-the-job injury. Must file within 5 years of the accident. Allowance: Annual benefit is 2/3 (.667) of AFC plus an annuity based on the members accumulated contributions. Allowance may not exceed a member's AFC.	
Active Survivor Benefit	Eligibility: 1 year of eligibility service or death occurs in the performance of duty. Payable: Annual salary plus member's contributions with interest. Note: In lieu of lump sum payment can take Spouse Law Active Survivor Benefit if qualifications below are met.	
Spouse/ Child Law Active Survivor Benefit	Eligibility: If the member 1. was eligible to retire 2. had at least 25 years of eligibility service or 3. was at least 55 years old with 15 years of eligibility service Payable: In lieu of active survivor benefit, spouse entitled to receive a lifetime monthly allowance based on an option 2 benefit. If no spouse, children under age 26 or disabled children at any age, shall receive 50% of what the member's basic allowance would have been, had the member been retired	
Line of Duty Survivor Benefit	A single lump sum payment consisting of the member's contributions and interest paid to the designated beneficiaries. <i>PLUS</i> the spouse receives a monthly benefit equal to 2/3 of member's AFC. If there is no spouse, children will receive the payment until the youngest child attains the age of 26, lifetime benefit for disabled children, or if no spouse or child, dependent parent for life.	

PLAN SUMMARIES

System: CORRECTIONAL OFFICERS' RETIREMENT SYSTEM (CORS)

Status: Established 7/1/1974

Membership	Mandatory membership for permanent employees in eligible positions. State Personnel and Pensions § 25-201	
Member Contributions	5% of annual compensation	
Average Final Compensation	Member prior to 7/1/2011: Average of 3 highest years of earnings Member on or after 7/1/2011: Average of 5 highest years of earnings	
Vested Benefits	Member prior to 7/1/2011: 5 years of creditable service payable at age 55	Member on or after 7/1/2011: 10 years of creditable service payable at age 55* *Note: For a member who served as a maximum-security attendant at Clifton T. Perkins Hospital Center and separated from employment before July 1, 2016, and does not resume employment in a position eligible for membership in the Correctional Officers' Retirement System, the vested allowance is payable at age 60.
Service Retirement	Eligibility: 20 years of creditable service regardless of age, or age 55 for a correctional officer with 5 years of service if a member prior to 7/1/2011 or 10 years of service if a member on or after 7/1/2011. Allowance: AFC x Years of Service /55	
Early Retirement	Eligibility: Generally N/A. Exception: if you worked @ Baltimore City Jail prior to 1/1/1991 for at least 5 years and was CORS member on or after of 6/30/2006 the member has at least 10 years but less than 20 years of service.	
COLA	Service prior to 7/1/2011 Unlimited compounded COLA. Service on or after 7/1/2011 2.5% for years system meets assumed interest rate, 1% for years assumed rate not met	
Ordinary Disability	Eligibility: 5 years of eligibility service if medical board certifies the member is permanently disabled with regards to the performance of their job duties and MSRPS BOT grants disability allowance. Allowance: Greater of normal service benefit or if member is under normal retirement age, lesser of 25% of AFC or normal service benefit with projected salary and service. OR 25% of AFS if member is normal retirement age.	
Accidental Disability	Eligibility: Permanently disabled as a direct result of an on-the-job injury. Allowance: Annual benefit is 2/3 (.667) of AFC plus an annuity based on the members accumulated contributions. Allowance may not exceed a member's AFC.	
Active Survivor Benefit	Eligibility: 1 year of eligibility service or death occurs in the performance of duty. Payable: Annual salary plus member's contributions with interest. In lieu of lump sum payment can take Spouse Law Active Survivor Benefit if qualifications below are met.	
Spouse/ Child Law Active Survivor Benefit	Eligibility: If the member 1. was eligible to retire 2. had at least 25 years of eligibility service or 3. was at least 55 years old with 15 years of eligibility service Payable: In lieu of active survivor benefit, spouse entitled to receive a lifetime monthly allowance based on an option 2 benefit. If no spouse, children under age 26 or disabled children at any age, shall receive 50% of what the member's basic allowance would have been, had the member been retired	
Line of Duty Survivor Benefit	A single lump sum payment consisting of the member's contributions and interest paid to the designated beneficiaries. PLUS the spouse receives a monthly benefit equal to 2/3 of member's AFC. If there is no spouse, children will receive the payment until the youngest child attains the age of 26, lifetime benefit for disabled children, or if no spouse or child, dependent parent for life.	

PLAN SUMMARIES

System: LAW ENFORCEMENT OFFICERS' PENSION SYSTEM (LEOPS)

Status: Established 7/2/1990

Membership	Mandatory membership for permanent employees in eligible positions.	
Member Contributions	7% of annual compensation until reaches maximum 32.5 years of service credit. No member contributions paid after 32.5 years of creditable service credit earned	
Average Final Compensation	Member prior to 7/1/2011: Average of 3 highest consecutive years of earnings Member on or after 7/1/2011: Average of 5 highest consecutive years of earnings	
Vested Benefits	Member prior to 7/1/2011: Eligibility: 5 years of eligibility service Allowance: Accrued retirement allowance payable at age 50.	Member on or after 7/1/2011: Eligibility: 10 years of eligibility service Allowance: Accrued retirement allowance payable at age 50.
Service Retirement	Eligibility: 25 years of service or age 50. Allowance: 2% average of final compensation for each year of creditable service up to a maximum of 32.5 years. Members may not exceed 65% of their AFC.	
Early Retirement	N/A	
COLA	Service prior to 7/1/2011 Up to 3% compounded. Service on or after 7/1/2011 2.5% for years system meets assumed interest rate, 1% for years assumed rate not met	
Ordinary Disability	Eligibility: 5 years of eligibility service if medical board certifies the member is permanently disabled with regards to the performance of their job duties and MSRPS BOT grants disability allowance. Allowance: Service retirement benefit with creditable service projected and salary to age 50. Maximum of 30 years	
Accidental Disability	Eligibility: Permanent disability from performing job duties and incapacity must have arisen out of, or in the course of, the actual performance of duty as certified by the MSRPS BOT. Allowance: Annual benefit is 2/3 (.667) of AFC plus an annuity based on the members accumulated contributions.	
Ordinary Survivor Benefit	Allowance: If active member dies with less than 1 year of eligibility service and death does not occur in the line of duty, beneficiary receives a single payment consisting of member's contributions with interest. If active member dies with at least one but less than two years of eligibility service and death does not occur in the line of duty, designated beneficiary receives a single payment of 100% of salary at the time of death plus member's accumulated contributions with interest.	
Active Survivor Benefit	Eligibility: 2 or more years of service and death was not in the line of duty Allowance: A single lump sum payment consisting of member's contributions and interest. <i>PLUS</i> the spouse receives a monthly benefit equal to 50% of the ordinary disability retirement allowance. If there is no spouse, the children under the age of 26 will receive the payment until they attain the age of 26. Lifetime benefit for disabled child.	
Special Survivor Benefit	A single lump sum payment consisting of the member's contributions and interest paid to the designated beneficiaries. <i>PLUS</i> the spouse receives a monthly benefit equal to 2/3 of member's AFC. If there is no spouse, children will receive the payment until the youngest child attains the age of 26, lifetime benefit for disabled children, or if no spouse or child, dependent parent for life.	
DROP	Permits eligible retirees to continue to work as a law enforcement officer while depositing their monthly retirement allowance in an account earning 4% interest a year, compounded annually. Voluntary participation is the lesser of: (1) 7 years maximum, (2) difference between 32 years and member's years of service, or (3) term selected by member. Must have at least 25 years but less than 32 years of creditable service.	

PLAN SUMMARIES

System: LAW ENFORCEMENT OFFICERS' RETIREMENT SYSTEM

Status: Established 7/2/1990 Closed 12/31/2004

Membership	No new members after 1/1/2005.
Member Contributions	Plan A members - 7% of annual compensation Plan B members - 5% of annual compensation
Vested Benefits	Eligibility: 5 years of creditable service Allowance: Accrued retirement allowance payable at age 50.
Average Final Compensation	Average of 3 highest years of earnings
Service Retirement	Eligibility: 25 years of service regardless of age or age 50 regardless of years of service. Allowance: 2.3 average of final compensation for each year of creditable service up to 30 years. Plus 1% of AFC for service over 30 years of creditable service.
Early Retirement	N/A
COLA	Plan A – Unlimited compounded Plan B – Limited to a maximum of 5% compounded COLA
Ordinary Disability	Eligibility: 5 years of eligibility service if MSRPS BOT certifies the member is permanently disabled with regards to the performance of their job duties. Allowance: Service retirement benefit with minimum 25% of AFC.
Accidental Disability	Eligibility: Permanently disabled as a direct result of an on-the-job injury as certified by the MSRPS BOT. Allowance: 2/3 of the AFC plus member's contribution as an additional annuity
Ordinary Survivor Benefit	Allowance: If active member dies with less than 1 year of eligibility service and death does not occur in the line of duty beneficiary receives a single payment consisting of member's contributions with interest. If active member dies with at least one but less than two years of eligibility service and death does not occur in the line of duty, designated beneficiary receives a single payment of 100% of salary at the time of death plus accumulated member's contributions with interest. .
Active Survivor Benefit	Eligibility: 2 or more years of service and death was not in the line of duty Allowance: A single lump sum payment consisting of the member's contributions and interest. <i>PLUS</i> the spouse receives a monthly benefit equal to 50% of the ordinary disability retirement allowance. If there is no spouse, children under age 26 will receive the payment until child attains the age of 26, lifetime benefit for disabled children or dependent parent for life.
Special Survivor Benefit	A single lump sum payment consisting of the member's contributions and interest paid to the designated beneficiaries. <i>PLUS</i> the spouse receives a monthly benefit equal to 2/3 of member's AFC. If there is no spouse, children under age 26 will receive the payment until child attains the age of 26, lifetime benefit for disabled children or if no spouse or child, dependent parent for life.
DROP	Permits eligible retirees to continue to work as a law enforcement officer while depositing their monthly retirement allowance in an account earning 4% interest a year, compounded annually. Voluntary participation is the lesser of: (1) 7 years maximum, (2) difference between 32 years and member's years of service, or (3) term selected by member. Must have at least 25 years but less than 32 years of service.

PLAN SUMMARIES

System: STATE POLICE RETIREMENT SYSTEM (SPRS)

Status: Established 7/1/1949

Membership	Mandatory for a police employee or cadet of the Maryland State Police	
Member Contributions	8% of annual compensation until member reaches maximum benefit at 28 years of creditable service credit. No member contributions paid after 28 years of creditable service credit earned.	
Average Final Compensation	Member prior to 7/1/2011: Average of 3 highest years of earnings Member on or after 7/1/2011: Average of 5 highest years of earnings	
Vested Benefits	Member prior to 7/1/2011: 5 years of creditable service	Member on or after 7/1/2011: 10 years of creditable service
	Allowance: accrued retirement payable at age 50	
Service Retirement	Member prior to 7/1/2011 22 years of creditable service regardless of age, or age 50.	Member on or after 7/1/2011 25 years of creditable service regardless of age, or age 50.
	28 years of service maximum. Mandatory retirement at age 60 Allowance: 2.55% of AFC for each year of creditable service up to a maximum of 28 years. Member's annual basic allowance may not exceed 71.4% of AFC	
Early Retirement	N/A	
COLA	Service earned before 7/1/2011 Unlimited, compounded COLA. Service on or after 7/1/2011 2.5% for years system meets assumed interest rate, 1% for years assumed rate not met	
Ordinary Disability	Eligibility: 5 years of eligibility service if MSRPS BOT certifies the member is permanently disabled with regards to the performance of their job duties. Allowance: computed as a service retirement based on service retirement formula. Benefit cannot be less than 35% of AFC. Earnings Limitations: retirees have an earning limitation on any employment with a participating employer.	
Special Disability	Eligibility: There is no minimum service credit requirement. Totally and permanently incapacitated for duty arising out of or in the course of the actual performance of duty without willful negligence by member and certified by the medical board Allowance: Annual benefit is 2/3 (.667) of AFC plus an annuity based on the member's accumulated contributions. Allowance may not exceed a member's AFC.	
Ordinary Survivor Benefit	Eligibility and Allowance: <u>Less than 1 year of eligibility service</u> and death does not occur in the line of duty - beneficiary receives a single payment of member's contributions with interest. <u>At least one but less than two years of eligibility service</u> and death does not occur in the line of duty, designated beneficiary receives a single payment of 100% of salary at the time of death plus member's accumulated contributions with interest.	
Active Survivor Benefit	Eligibility: 2 or more years of service and death was not in the line of duty Allowance: A single lump sum payment consisting of member's contributions and interest. <i>PLUS</i> spouse receives a monthly benefit equal to 1/2 of the member's AFC. If there is no spouse, children will receive the payment until the youngest child attains the age of 18, lifetime benefit for disabled children or if no spouse or child, dependent parent for life.	
Special Survivor Benefit	Eligibility: Death occurred in the line of duty. Allowance: A single lump sum payment consisting of member's contributions and interest. <i>PLUS</i> spouse receives a monthly benefit equal to 2/3 of the member's AFC. If there is no spouse, children under age 18 will receive the payment until child attains the age of 18, lifetime benefit for disabled children or if no spouse or child, dependent parent for life.	
DROP	Permits eligible retirees to continue to work as a state trooper while depositing their monthly retirement allowance in an account earning 4% interest a year, compounded annually. Voluntary participation is the lesser of: (1) 7 years, (2) difference between age 60 and member's age, (3) difference between 32 years and member's years of service, or (3) term selected by member.	

PLAN SUMMARIES

System: JUDGES' RETIREMENT SYSTEM (JRS)

Status: Established 7/1/1969

Membership	Mandatory for judges of the District Court, Circuit Court, Court of Appeals, and Court of Special Appeals; members of the State Workers' Compensation Commission; and, full time masters in chancery and juvenile causes appointed on or before June 30, 1989.	
Member Contributions	8% of annual compensation for all members up to 16 years of service; after 16 years members no longer contribute.	
Vested Benefits	Member before 7/1/12: Immediate vesting, with payments beginning at age 60	Member after 7/1/2012: After 5 years, payments begin at age 60
	Allowance: Based on the creditable service accrued at time of termination of membership and salary of active judge/commissioner at time of retirement. For masters, the salary is that master's salary at time of termination of membership	
Service Retirement	Eligibility: Age 60, regardless of service. Members must retire at age 70 as required Article IV, section 3 of the Maryland Constitution. Allowance: 2/3 of the salary of active judge for 16 years of membership. Benefit is prorated if service is less than 16 years.	
Early Retirement	N/A	
COLA	Retiree benefits are recalculated when the salary of active judge/commissioner is increased. Retired Masters receive an increase based on the percentage of increase provided to active Circuit Court judges.	
Ordinary Disability	Eligibility: Permanently disabled as determined by MSRPS BOT; no minimum service requirement. Allowance: Service retirement calculation based on the members' actual length in service. However, members with at least 3 years of eligibility service receive no less than 1/3 of annual compensation of an active judge of that court.	
Accidental Disability	N/A	
Active Survivor Benefit	50% of the retirement allowance that would have been payable were the member alive and eligible to receive a retirement allowance payable to the spouse. If the member does not have a spouse at the time of death, payable to child (ren) under the age of 26 - each child receives equal share until age 26. Payment ends when last child reaches age 26. If no spouse or children under age 26, receives annual salary plus member's contributions and interest.	
Survivor Benefits	If the member is married at time of retirement or has children under age 26, the member must designate the spouse or if no spouse, children under age 18 for the basic allowance which provides a 50% lifetime benefit (ends for child at age 26) at the death of the retiree. If no spouse or children under age 26 at time of retirement, the member may elect one of several optional reduced benefit allowances.	

PLAN SUMMARIES

System: LEGISLATIVE PENSION PLAN (LPP)

Status: Established 1/8/2003

Membership	Mandatory for legislators on or after January 14, 2015
Member Contributions	7% mandatory contributions of annual compensation for all members up to 22 years and three months of service. After that a member is no longer required to contribute to his/her retirement plan.
Vested Benefits	Eligibility: Members are vested with eight years of service. Eligible to receive vested benefit at service retirement age.
Service Retirement	Eligibility: Age 60 if earned creditable service before 1/14/2015. Age 62 if no earned creditable service before 1/14/2015. Member must have at least eight years of service Allowance: 3% of salary for each year of service for a maximum of 22 years and 3 Months (2/3 of salary)
Early Retirement	Eligibility: At least age 50 with earned creditable service before 1/14/2015 or age 55 with no earned creditable service before 1/14/2015 and eight years of service. Allowance: Service retirement benefit reduced 6% per year (.005 X month) under service retirement age. Maximum reduction 60% if retire at age 50 or 42% if retire at age 55.
COLA	Retiree's benefit is recalculated when the salary of active legislator is increased.
Ordinary Disability	Eligibility: Permanently disabled after eight years of service. Allowance: Service benefit earned at time of disability.
Accidental Disability	N/A
Active Survivor Benefit	Less than eight years of service - a lump sum benefit of annual salary plus member's contributions with interest. Eight years or more of service - surviving spouse receives 50% of the retirement allowance that would have been payable were the member alive and eligible to receive a retirement allowance. Or lump sum of annual salary plus member's contributions and interest. If not married, lump sum benefit.
Survivor Benefit	If the member is married at time of retirement, the member must designate the spouse for a 50% lifetime benefit. If the member is not married may designate a beneficiary for a monthly lifetime benefit or multiple beneficiaries for a lump sum payment. If the member marries or remarries during retirement, these alternate designations are voided and the spouse becomes the beneficiary.