

**NORTH GEORGIA HEALTH DISTRICT**  
**County Board of Health Personnel Policy #1902**  
Cherokee, Fannin, Gilmer, Murray, Pickens, Whitfield

**RETIREMENT**

**EFFECTIVE DATE:** August 1, 2010

**RELEASE DATE:** August 1, 2010

**REFERENCES:** Federal Law (29 U.S.C. Chapter 14, Subsection 623 - Prohibition of age discrimination)  
State Law (O.C.G.A. §47-2-1 *et al.*- Employees' Retirement System)

In accordance with Federal Law, no employee of the North Georgia Health District County Board of Health (CBH), will be forced to retire on the basis of age. Employees of any age may continue employment provided that the quality and quantity of their performance and work conduct meet the standards of performance expected of all employees. This does not change the "at will" employment status of unclassified employees.

**RETIREMENT  
BENEFITS**

The Employees' Retirement System (ERS) manages the retirement process for eligible employees. Benefits through ERS include service retirement, disability retirement and survivor benefits.

1. Members of ERS become vested for service retirement after accumulating ten (10) years of creditable service.
2. Members of ERS who are under age sixty (60) and become totally and permanently disabled from the further performance of duties in their positions may apply for disability retirement benefits if they have accumulated at least 13 years and 4 months of creditable service. GSEPS plan members must have at least 15 years of creditable service to apply for disability retirement benefits.
3. Members are encouraged to have current beneficiary information on file with ERS.
4. Members should refer to the *EXPLANATION OF BENEFITS* Booklet published by ERS for comprehensive retirement benefits information or visit the ERS web site at [www.ers.ga.gov](http://www.ers.ga.gov).
5. Please refer to County Board of Health Personnel Policy #901 - **ELIGIBILITY FOR BENEFITS** for information regarding eligibility for membership in ERS.

**INVOLUNTARY  
SEPARATION  
RETIREMENT  
BENEFITS**

1. Employees who first established membership with ERS **prior** to April 1, 1972 and have more than 18 years of State service, may be eligible for involuntary separation retirement benefits under retirement law.

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## RETIREMENT (continued)

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2. The District Personnel Office **must** be contacted prior to taking action to separate employees who may be eligible for involuntary separation retirement benefits.

### CREDITABLE SERVICE

ERS members earn credits toward retirement for each month of membership contributions. Members may receive additional creditable service toward retirement under certain circumstances.

1. Creditable service may be received for current accumulated and unused sick leave, forfeited annual and sick leave, and sick leave that was previously lost due to a break in service if these leave balances total at least 960 hours.
2. ERS members, who are placed on leave without pay due to job-related temporary disabilities and do not qualify for disability retirement benefits, may purchase creditable service for up to twelve (12) months of the period of absence without pay.
  - 2.1 This creditable service must be purchased within six (6) months after returning to work.
  - 2.2 Employees must pay the employee portion of the retirement contribution for the period of absence plus regular interest compounded based on the last monthly salary before going on leave without pay. ERS should be contacted for additional information.
3. ERS members who are called to active military duty may purchase creditable service for the period of military leave without pay, up to a maximum of five (5) years.
  - 3.1 Employees must contact ERS regarding the purchase of creditable service within six (6) months after returning to work.
  - 3.2 Employees must pay the employee portion of the retirement contribution for the period of absence within five (5) years or within three (3) times the length of the qualified military service, which-ever is shorter. ERS should be contacted for additional information.
4. Employees should refer to the *EXPLANATION OF BENEFITS* Booklet published by ERS for a complete list of opportunities for receiving creditable service.

**RETIREMENT (continued)**

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**REFUND OF CONTRIBUTIONS**

1. Employees who leave employment with state government for a reason other than retirement may request and receive a refund of their contributions to ERS plus interest.

**NOTE: In the case of death, the named living beneficiary may receive a refund of contributions plus interest.**

2. The portion of employee contributions used for Group Term Life Insurance premiums is not refundable.
3. Requests for refunds must be submitted on the correct *APPLICATION FOR REFUND OF CONTRIBUTIONS FORM* (Form RSD-10 for ERS or Form DCP-2 for the Georgia Defined Contribution Plan).

**FILING FOR RETIREMENT BENEFITS**

1. Applications for retirement are to be filed with ERS **at least 30 calendar days** , but **no more than 90 calendar days** before the retirement date.

**NOTE: Applications for retirement are not considered filed until received by ERS.**

2. When applications for retirement are received less than 30 days prior to the effective date of retirement, there will be a one-month delay in receiving the first check.
3. Applications for disability retirement must be filed prior to the last day of employment. It generally takes at least 90 to 120 days to process an application for disability retirement.
4. Retirement benefits always begin on the first of a month.
5. Employees who have selected a retirement date and have received confirmation from ERS should advise their supervisors of the retirement date as soon as possible. Supervisors should be given at least thirty (30) calendar days advance notice.

Questions regarding this policy should be directed to the District Personnel Office at 706/272-2342 or the Employees' Retirement System at 404/352-6400 or 800/805-4609.

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