

**APPLICATION FOR JEFFERSON COUNTY
SICK LEAVE – RETIREMENT CONVERSION BENEFIT
(ADMINISTRATIVE ORDER 92-08)**

The undersigned applicant hereby applies for Jefferson County Sick Leave – Retirement Conversion Benefit in accordance with Administrative Order 92-08 of the Jefferson County Commission.

NAME: _____

SSN: _____

DATE TO BEGIN RETIREMENT CREDIT PAYMENT (Must be at least 90 days after filing application): _____

DATE OF ANTICIPATED OFFICIAL SEPARATION (Retirement date): _____

NUMBER OF YEARS OF PAID COUNTY SERVICE (Must have at least 15 years): _____

TOTAL NUMBER OF SICK DAYS EARNED DURING EMPLOYMENT WITH JEFFERSON COUNTY CIVIL SERVICE SYSTEM AT DATE OF FILING APPLICATION: (A) _____

TOTAL NUMBER OF SICK DAYS USED AT DATE OF FILING APPLICATION: (B) _____

TOTAL NUMBER OF SICK DAYS REMAINING (A – B) (C) _____

TOTAL NUMBER OF SICK DAYS REMAINING AS A PERCENTAGE OF TOTAL NUMBER OF SICK DAYS EARNED (C ÷ A): (D) _____

PLAN ELECTION

Applicant shall elect from the following plans as eligible.

_____ PLAN A: Applicant has accumulated at least 50% (see (D), above) of the total number of sick days possible.

_____ Applicant elects to be paid for unused sick leave in accordance with P.B. Rule 13.19 (payment for 50% of the number of sick days remaining but not to exceed 30 days). All sick days remaining over 60 to be credited 100% as retirement service credit.

OR

_____ Applicant elects not to be paid for unused sick leave in accordance with P.B. Rule 13.9. All sick days remaining to be credited 100% as retirement service credit.

_____ PLAN B: Applicant has accumulated at least 30% (see (D), above) of the total number of sick days possible.

_____ Applicant elects to be paid for unused sick leave in accordance with P.B. Rule 13.19 (payment for 50% of the number of sick days remaining but not to exceed 30 days). All sick days remaining over 60 to be credited 25% as retirement service credit.

OR

_____ Applicant elects not to be paid for unused sick leave in accordance with P.B. Rule 13.19. All sick days remaining to be credited 25% as retirement service credit.

_____ PLAN C: Applicant has accumulated at least 29% (see (D), above) or less of sick days possible.

_____ Applicant elects to be paid for unused sick leave in accordance with P.B. Rule 13.19 (payment for 50% of the number of sick days remaining but not to exceed 30 days). All sick days remaining over 60 to be credited 10% as retirement service credit.

_____ Applicant elects not to be paid for unused sick leave in accordance with P.B. Rule 13.19. All sick days remaining to be credited 10% as retirement service credit.

ACKNOWLEDGMENT

Applicant hereby acknowledges that he/she has read and understands Administrative Order 92-08 and agrees to each provision thereof and the following provisions by initializing the space indicated.

(a) The election of retirement service credit along with the selected plan is irrevocable. _____

(b) Any existing "compensatory time" shall be resolved by use or payment (If authorized by other policy, rule or regulation) prior to the beginning date of the period of retirement sick leave. No "comp time" will be carried forward. _____

(c) Upon the beginning date of this retirement sick leave, vacation benefits and sick benefits terminate without any further accumulation. _____

(d) Upon the beginning date of this retirement sick leave, applicant's pay classification shall be fixed and determined for the balance of the benefit period. There shall be no increase or decrease for any reason. All premium codes (except educational incentive) including but not limited to, hazardous duty pay, leadworker and shift differentials will be removed from the employee rate of pay. Pay rates will be adjusted to the classification base rate for the employee's grade, step and exception code. _____

(e) Applicants who are otherwise eligible and qualified to receive a longevity payment benefit will continue to be so eligible and qualified through the period of the retirement sick leave. _____

(f) Applicants, who are determined to be eligible for a plan upon filing the proper application, shall remain eligible through the 90-day waiting period. That is, applicants shall not lose their eligibility if the authorized use of sick leave drops their accumulated sick leave total below the required threshold for the selected plan. _____

(g) If the applicant dies during the 90-day waiting period, the plan selected shall be null and void and payment will be carried out as to the lump sum payment in accordance with Personnel Board Rule 13.19. If the applicant dies during the period of retirement credit leave and has not received 30 days of payment, the County will pay the balance up to 30 days of retirement credit in a lump sum payment. _____

(h) Applicants shall be in an "off duty" status during the retirement credit leave period and shall be ineligible for workmen's compensation coverage for any accident or illness occurring during said period. _____

(i) Applicants who are members of the Jefferson County Pension Plan shall continue to participate in the Pension Plan during the period of retirement service credit. The required deduction for pension and the required County matching amount shall be paid to the Pension Plan.

(j) Applicants who are members of the Jefferson County Credit Union will continue to have payroll deductions for loans or debts that have been properly initiated. Applicants shall continue to be eligible for coverage under Jefferson County group plans for health and life insurance that are properly initiated.

(k) Applicants shall be personally responsible for providing any required notification of elections for pension benefits to the Jefferson County Pension Board within the times required by the Pension Board.

(l) All accumulated vacation (not to exceed 40 days) and the elected payment for accumulated sick days under Plan A, Plan B or Plan C, hereof, shall be paid at the end of the period of retirement service credit leave, termination of employment. All lump sum payments will be made at the employee's pay rate that was in effect prior to beginning the retirement credit, except Baylor premiums will be excluded.

(m) The recommended date to begin participation in the retirement service credit payment plan will be at the beginning of a pay period. The employee must make all efforts to insure that the credit begins at such time.

(n) Applicants shall be required to obtain Department Head approval for outside employment during the retirement service credit period. If an applicant becomes employed, the employer's health insurance shall be the primary insurance and the County's health insurance shall be secondary. No applicant will be allowed to return to work for Jefferson County.

EXECUTION

The undersigned hereby confirms the foregoing application, information and elections indicated.

Date: _____
Applicant

ENDORSEMENT

To the best of his/her knowledge, information and belief the undersigned Department Head hereby confirms the eligibility of the applicant and the availability of the claimed unused sick leave for conversion to the retirement service credit.

Date: _____
Applicant's Department Head

FORWARDING

Upon proper completion of the foregoing application with the Department Head endorsement, this application shall be submitted (along with appropriate personnel action forms) to Payroll, BMO and to the Human Resources Department, which shall make appropriate verification of application information and initiate appropriate record and payment procedures.

Date: _____
Director of Human Resources