



**SUMMARY PLAN  
DESCRIPTION**

FOR  
PART-TIME  
EMPLOYEE MEMBERS

ENROLLED ON OR AFTER  
JANUARY 1, 2010

*This document has been prepared for members of the Public Employees' Retirement System of Nevada to provide general information.*

*It is based on retirement law effective from the 75th session of the Nevada Legislature, 2009. This is not a legal document, nor is it intended to serve as a basis for legal interpretation. Official legal reference may be found in the Nevada Revised Statutes.*

## **INTRODUCTION**

This document has been prepared for you as a part-time employee member of the Public Employees' Retirement System (PERS) to provide general information concerning the System. This brochure will help explain your benefits if you are:

- A part-time employee member of PERS, and the position you fill is half-time or more but less than a full-time work schedule.

If you work for a Nevada public employer, chances are you will be enrolled in PERS. Membership is not cancelled automatically upon termination of employment. Membership can only be cancelled upon refund, retirement or death of a member.

## **TYPES OF CONTRIBUTION PLANS**

Your base pay, longevity pay, shift differential pay and call-back pay are subject to retirement contribution. Overtime, terminal leave, pay from secondary employment, and any other type of payment not specifically listed as subject to retirement contribution within Chapter 286 of the NRS is not subject to contribution.

### ***Employer Pay Contribution Plan (EPC)***

If you are a part-time school employee or a part-time employee of a large local government employer, it is likely that you are contributing under EPC. You might also be contributing under EPC if you work for the State of Nevada or another employer whereby you chose to participate under EPC. Such contributions are not deposited to your individual member account and are not available for refund upon termination of employment.

### ***Employee/Employer Contribution Plan***

Employees of the State of Nevada and many of the smaller employers have the option to contribute under this plan. You and your employer share equally in the contribution to PERS. Your after tax contribution is refundable upon the termination of your employment, if you do not elect to receive a monthly retirement benefit.

You can find current contribution rates at [www.nvpers.org](http://www.nvpers.org). If you are unsure of which plan you are contributing under, contact your employer or PERS.

## **SERVICE**

As a part-time employee member of PERS (except part-time school employees who work less than a 12 month year) you earn service credit for years, months and days actually worked. For example, if you work half-time for one calendar year, you earn six months of service credit.

If you are a **part-time** school district employee described above, your service is credited on a ratio of one and one third days for each day worked. As an example, if you are employed in a half-time 9-month position you earn six months of service credit even though you worked half-time for only nine months. This is because half-time employment for nine months equates to

six months when the actual credit earned (4.5 months) is multiplied by one and one third.

Your earned service credit is an important element in determining your retirement benefit (see the Benefits section further in this brochure).

### ***Purchase of Service***

If you have five years of total service credit, you may purchase up to five years of additional service credit. You must pay the full actuarial cost associated with your age and average compensation at the time of the purchase. The cost to purchase one year of service averages about one-third of your annual salary. Payment may be made in a lump sum or by installment agreement.

Purchase of service may also be accomplished using certain types of retirement savings accounts such as 401(a), 401(k) qualified pension trusts, 403(b) and 457 retirement savings plans and IRAs.

### ***Refund of Contributions***

If you contribute under the employee/employer contribution plan, you may withdraw your employee contributions if you terminate all employment for which a contribution is required or if you are employed in a position ineligible for membership for at least 90 days.

A refund cancels all rights to membership including service credit earned under the EPC plan.

### ***Repayment of Refunded Contributions***

If you received a refund of employee contributions and later return to work and reestablish active membership for a period of at least six months, you may repay the refunded contributions and restore service credit.

Repayment, including interest at the actuarially determined rate, may be made in a lump sum or by monthly installments. Service will not be restored until your agreement is paid in full.

## BENEFITS

### Service Retirement

#### *Vesting*

Special vesting rules apply to you as a **part-time** employee. Vesting refers to the time period necessary for you to earn the right to receive a retirement benefit. For **purposes of vesting only**, PERS will assume a full-day of employment for each day worked even though you do not work in a full-time position. For example, if you work as a half-time employee for five years and only have 2.5 years of earned service credit, you are vested to receive a benefit. As a **part-time** employee, you are eligible to retire as follows:

#### Eligibility for Monthly Unreduced Retirement Benefits

Years Worked*	Age
5 Years	65
10 Years	62
30 Years	Any Age

\*Not earned service credit

#### *Benefit Calculation Factors*

Special rules also apply to you for the purposes of determining the amount of your retirement benefit. The amount of your benefit will be based on three factors:

- **Service Credit** – The years, months and days of service actually earned by you as a member of PERS (in the example of page 6, the member has 2.5 years, not the 5 years of service established for purposes of eligibility to receive a benefit).
- **Average Compensation** – average of your highest 36 consecutive months of employment with provision that each 12 month period of salary may not increase greater than 10% of the prior 12 months of salary reported. Salary increases due to promotion and assignment related compensation are excluded from salary cap calculation.
- **Selection of retirement option and age of you and your beneficiary at the time of retirement.**

### *Benefit Formula*

The formula used for the calculation of your retirement benefit is as follows:

Service Credit x 2.5% x Average Monthly Compensation (as if you work full-time) = Unreduced Monthly Benefit

Example: 2.5 Years x 2.5% = 6.25%  
6.25% x \$2,000 = \$125.00

### **Retirement Options**

**Option 1 – The Unmodified Allowance** – This option pays you the full monthly allowance you have earned for your lifetime but provides no income protection for your beneficiary after your death.

**Option 2** – This option pays an actuarially reduced benefit for your lifetime. After your

death, the same benefit continues for the lifetime of your beneficiary.

**Option 3** – This option pays an actuarially reduced benefit for your lifetime. After your death, 50% of the benefit continues for the lifetime of your beneficiary.

**Options 4 and 5** – These options are calculated the same as options 2 and 3 but are not payable to a beneficiary before the age of 60.

**Options 6 and 7** – These options allow you to designate a specific amount to be paid to the beneficiary.

The reduction from the Unmodified Allowance is determined by an actuarial percentage based on your age and your beneficiary's age at the time of retirement.

After retirement, the named beneficiary cannot be changed. If you chose any of the Options 2-7, you may, under certain conditions, choose to revert to the Unmodified Option 1 benefit. Additionally, if your beneficiary predeceases you, the law provides that your benefit will revert to the Unmodified Option 1 benefit.

**Benefit Calculation Formula  
Unreduced Service Retirement Benefit**

Using the example in the benefit formula mentioned previously, let us assume you have worked in a half-time position for 5 years and will retire at age 65 with 2.5 years of actual service credit and an average monthly compensation (as if you worked full-time) of \$2,000. Your beneficiary is age 64.

Average Compensation = \$2,000  
Service Credit = 2.5 years x 2.5% = 6.25%

	<u>Retiree Benefit</u>	<u>Beneficiary Benefit</u>
Option 1 (Unmodified)	\$125.00	\$ 0.00
Option 2	\$102.25	\$102.25*
Option 3	\$112.38	\$ 56.19*

\*Options 2 and 3 are reduced based on your age and your beneficiary's age at the time of your retirement.

***Early Retirement Reduction***

In the event you earn the years of service necessary to receive a retirement benefit but have not reached the age required for an unreduced benefit, you may retire at any age with your benefit reduced by 6% for each full year you retire early.

An example of how this reduction would work is provided below for a 64-year-old retiree with 2.5 years of service, a \$2,000 per month average compensation, (as if you worked full-time) and a beneficiary who is age 64.

**Benefit Calculation Formula  
Reduced Service Retirement Benefit**

Average Compensation = \$2,000.00  
 Service = 2.5 years x 2.5% = 6.25%  
 Unmodified Allowance = \$125.00  
 Early Retirement Reduction =  
 6% (12 months early) x \$125.00 = \$7.50  
 Reduced Unmodified Allowance = \$117.50

	Retiree Benefit	Beneficiary Benefit
Option 1 (Unmodified)	\$117.50	\$ 0.00
Option 2	\$ 97.55	\$ 97.55*
Option 3	\$106.60	\$ 53.30*

\* The reduced amounts under Options 2 and 3 are based on your age and your beneficiary's age, at the time of your retirement.

***How to Apply***

Between three and six months before your retirement date, request an estimate of your retirement benefit and an application for retirement. The request should include:

1. *Your anticipated retirement date.*
2. *Your name and the last four numbers of your Social Security number.*
3. *Your beneficiary's name, birth date and the last four numbers of his or her Social Security number.*

It is also wise to consult a PERS counselor prior to your retirement.

**Disability Retirement**

If you have five or more years of service and become totally unable to perform your current or any comparable job because of an injury or

mental or physical illness of a permanent nature, you are eligible to apply for disability retirement. **Your application must be filed with PERS prior to your termination of employment.**

### ***How to Apply***

The disability packet includes a disability retirement application and four supplemental parts:

1. *Disability Retirement Application – Your retirement plan selection*
2. *Employee Report – Completed by you*
3. *Employer’s Report – Completed by your Personnel or Human Resources representative*
4. *Supervisor’s Report – Completed by your supervisor*
5. *Physician’s Report – Completed by your physician and submitted with copies of your recent medical records*

The completed application is submitted to the Retirement Board for consideration at its regular monthly meetings. Disability retirement benefits are calculated in the same manner as service retirement benefits described previously, but without a reduction for age. To apply for disability benefits, employees are urged to contact PERS or the retirement liaison officer where you work.

For special information regarding disability retirement, ask for a copy of PERS’ Disability Retirement Publication. All PERS publications are on our website: [www.nvpers.org](http://www.nvpers.org) under the “Publications” link.

## **Survivor Benefits**

### ***Eligibility***

If you were to die prior to retirement, your eligible survivors would be eligible for a survivor benefit if:

1. *You had two years of service in the two and*

*one-half years immediately preceding your death; or*

2. *You had more than 10 years of accredited service; or*
3. *Your death was caused by an occupational disease or an accident arising out or in the course of your employment, regardless of service credit.*

## **Who is Included**

Your eligible survivors include:

1. *Your spouse or registered domestic partner*
2. *Your survivor beneficiary and additional payees, if designated*
3. *Your dependent children under the age of 18*
4. *Your dependent parents, provided there are no other eligible survivors at the time of your death.*

All members of the System should list one person as the survivor beneficiary (not a spouse, registered domestic partner, trust or charitable organization) to receive a lifetime benefit in the event of your death or you and your spouse or registered domestic partner's simultaneous death prior to retirement. Additional payees may also be designated to split the payment with the survivor beneficiary by a percentage you provide. Monthly payments to additional payees cease upon the death of the designated survivor beneficiary. If a monthly payment is not available and no spouse, registered domestic partner or dependent children exist, then the survivor beneficiary and additional payees may be eligible to split, by the percentage provided, a one-time, lump-sum payment of any existing member contributions in the System.

### **Amount of Survivor Benefits**

The following monthly benefits are payable to a surviving spouse or registered domestic partner, survivor beneficiary and/or dependent children if your death occurs prior to retirement:

<u>Service Credit</u>	<u>Spouse/Survivor</u>	
	<u>Reg. Domestic Part.</u>	<u>Each Child*</u>
2+	\$450	\$400
10+	Option 3	\$400
(If member was under age for full eligibility)		
5+	Option 2	\$400
(If member was fully eligible to retire)		
15+	Option 2	\$400

\*Payable until age 18 or age 23 if a full-time, unmarried student. Incapacitated adult children may be eligible. Other restrictions may apply.

### **Your PERS benefit and Social Security**

Your PERS benefit will not be affected by a Social Security benefit. However, a Social Security benefit may be affected because you receive a PERS pension. The Government Pension Offset (GPO) and the Windfall Elimination Provision (WEP) are the two Federal Government regulations that may reduce your Social Security benefit. We suggest you contact the Social Security Administration at 800-772-1213 or visit their website at [www.ssa.gov](http://www.ssa.gov) for more information.

### **PERS' Counseling Services**

PERS representatives are available to assist you Monday through Friday, 8:00 a.m. to 5:00 p.m. over the phone or in one of our three office locations. PERS counselors also travel to the rural areas in the Spring and Fall of each year. Rural counseling notices are sent through your public employer with a listing of dates, times and locations.

## Public Employees' Retirement System of Nevada

### **Carson City Office**

693 W. Nye Lane  
Carson City, NV 89703  
(775) 687-4200  
Fax: (775) 687-5131

### **Las Vegas Eastern Office**

5820 S. Eastern Ave., Suite 220  
Las Vegas, NV 89119  
(702) 486-3900  
Fax: (702) 678-6934

*Toll free from anywhere in the USA:*

**1-866-473-7768**

Website: [www.nvpers.org](http://www.nvpers.org)

## Public Employees' Retirement System Board

Mark R. Vincent, *Chairman*, Las Vegas  
Katherine Ong, *Vice Chairman*, Las Vegas  
Vikki Courtney, *Member*, Las Vegas  
Rusty McAllister, *Member*, Las Vegas  
Audrey Noriega, *Member*, Las Vegas  
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