

**OFFICE OF THE COUNTY EXECUTIVE
ALL-EMPLOYEES MEMORANDUM**

DATE: July 14, 2010

EARLY RETIREMENT INCENTIVE PROGRAM

New York State has passed and signed into law Chapter 105 of the Laws of 2010, which enables all local governments to participate in an early retirement incentive program. The County, through Resolution No. 1724-2010, has chosen to offer Part A to county employees as a targeted incentive for eligible titles.

NOTIFICATION MUST BE GIVEN TO THE COUNTY BY

JULY 30, 2010 TO BE CONSIDERED FOR ELIGIBILITY

******NOTE: If you have already filed with the New York State Retirement System with a retirement date of August 23, 2010, you MUST file an amended form changing the date to no later than August 21, 2010.**

Retirement Incentive

Those employees deemed eligible to participate in this program and who actually retire under this program shall receive additional retirement service credit, not to exceed three (3) years (36 months) credit, calculated as follows: One (1) month for every year of pension service credit.

Open Period

The open period during which eligible Suffolk County employees may retire and receive an additional retirement benefit commences July 23, 2010, and extends through August 21, 2010. If you are considering participating in the early retirement program, please submit the paperwork as soon as possible. Your paperwork can be rescinded if you change your mind or if your position is determined to be ineligible for the Early Retirement Incentive Program. Please realize that if you choose not to take the incentive it is your responsibility to rescind any paperwork given to the State.

Eligibility Criteria

To be considered eligible for the 2010 Early Retirement Incentive Program, an employee must:

1. Be a member of the New York State and Local Employees' Retirement System.

2. Be in a position designated to be eligible by the County Executive.
3. Not including incentive service, be at least age 50 on the effective date of retirement with at least 10 years of service credit, or at least age 55 with at least 5 years of service, or otherwise eligible to retire. Members who retire prior to age 62 without 30 years of service credit (including incentive service and Article 19 service, if eligible) will receive a reduced benefit. Please refer to the Incentive Benefit Reduction Chart (attached) for approximate reductions.
4. Be on the payroll as of **February 1, 2010**, and continue in active service to **July 22, 2010**. NOTE: A leave of absence with pay will be considered active service. Approved leave without pay, not to exceed 12 weeks, between **February 1, 2010** and **July 22, 2010**, will also be considered active service.
 - A. Members serving in the National Guard or Reserve Units will be considered to be in active service for the purpose of determining their eligibility for the incentive.
 - B. Members whose employment has not been terminated and who are receiving payments from Workers' Compensation or other employer-funded disability benefits will be considered to be in active service for the purpose of qualifying for the incentive.
5. File the form entitled **Application for the 2010 Incentive Service Retirement** (<http://www.osc.state.ny.us/retire/forms/rs6037-u.pdf>) with the New York State and Local Employees' Retirement System with a retirement date during the open period, no less than **14 days** before the effective date of retirement.
6. Provide completed On-line County Notice of Intent with the County Executive's Budget Office no later than **21 days** before the end of the open period (**July 30, 2010**) and **be off the payroll by the close of business on August 21, 2010.**
7. Retire during the open period.
8. Be in a title that is targeted for inclusion in the early retirement program. The County Executive will make the final determination as to which titles, in which departments will be targeted, based on whether the reduction of a specific number of positions within a title would be unacceptable:
 - A. Directly result in a reduction in the mandated level of service, public health or public safety.
 - B. Endanger public health or public safety.
 - C. Clearly result in the loss of significant revenue or result in substantially increased overtime or contractual costs.
9. If the number of interested employees in a title exceeds the number of positions that are targeted, employee eligibility will be based on seniority.

10. The County Executive has determined that at this time the following list **will not be targeted for inclusion in the early retirement program**:
- A. Department Heads
 - B. Consumer Affairs
 - C. Police Department
 - D. Exempt titles in the Law Department
 - E. Members covered by the Deputy Sheriffs Police Benevolent Association -Parks Police Unit & Park Police Officers IV
 - F. Members covered by the Suffolk County Probation Officers Association Unit
 - G. Members covered by the Suffolk County Deputy Sheriffs Association Unit
 - H. Members covered by the Suffolk County Correction Officers Association Unit
 - I. Emergency Service Dispatchers and Operators– all levels
 - J. Child Protective Services Unit
 - K. Those who are not eligible per the State law including elected officials
 - L. John J. Foley Skilled Nursing Facility employees ¹
 - M. Those employees whose salary is at least 50% funded with Federal and/or State Aid will be considered on a case by case basis, however, due to the minimal financial benefit to the County, they most likely will not be approved for inclusion.

11. The final decision as to the number of positions that will be targeted will not be made until after all notices of intent to participate have been received by the Budget Office on July 30, 2010. Therefore, employees will not be guaranteed eligibility to participate in the early retirement incentive until after the deadline for notifying the county has passed, and final operational and budgetary plans are complete.

IF YOU RETIRE PRIOR TO NOTIFICATION OF FINAL ELIGIBILITY, YOU ARE AT RISK OF NOT RECEIVING THE EARLY RETIREMENT INCENTIVE BENEFITS!

Health Insurance

Eligible employees between the ages of 50 and 55 who retire under the early retirement incentive will also qualify for continued health insurance coverage as a retiree, in accordance with the

¹ They will be eligible should Resolution 1474-2010, "A Local Law authorizing The County Executive To Execute Agreements For The Sale Of The John J. Foley Skilled Nursing Facility" be passed by the Suffolk County Legislature at its scheduled August 17th meeting.

applicable union contract, so long as employees have a minimum of ten (10) years of cumulative service as a full-time Suffolk County employee, of which no fewer than 5 years of continuous service time must be contiguous to retirement into the applicable retirement system. Without the early retirement incentive, the fully paid health coverage would not be available until age 55.

Application Procedures

1. Employees are to notify their Department Head in writing by **July 30, 2010**, if they are to avail themselves of the Early Retirement Incentive Program.
2. Employees must also notify both their payroll representative and the Budget Department by **July 30, 2010**.

If you have access to a county computer:

- a) Complete the County Notice of Intent available online by following the links on the Suffolk home page. Please be sure to fill out **all** requested information.
- b) Through e-mail, submit the County Notice of Intent to your payroll representative and directly to the County Executive Budget Office to:
ERIP@suffolkcountyny.gov

If you DO NOT have access to a county computer:

- a. Fill out the attached notice of intent form or request one from your payroll representative and fill it out completely.
- b. Return a copy of the form to your payroll representative for computer entry.
- c. The original can **either** be **MAILED** to:

County Executive Budget Office
10th Floor
H. Lee Dennison Building
100 Veterans Memorial Highway
Hauppauge, NY 11788

Attention: Kelly Tinn at the County Executive Budget Office

OR:

FAXED to:
631-853-4645

Attention: Kelly Tinn at the County Executive Budget Office

3. In addition, you **must** file your application for the 2010 Incentive Service Retirement and all additional required paperwork of the New York State Retirement System. Please contact the State to make an appointment for assistance. As more information becomes available from the State we will keep you informed. All applications for service retirement under this program must be in the hands of New York State Retirement System representative no later than **fourteen (14) days** preceding the expiration of the open period or date of retirement.

PLEASE NOTE: THE COUNTY DETERMINES WHETHER YOUR POSITION WILL BE TARGETED AND IF YOU QUALIFY FOR THE COUNTY'S EARLY RETIREMENT INCENTIVE. THE STATE WILL DETERMINE IF YOU MEET ALL OTHER RETIREMENT CRITERIA.

Seminars

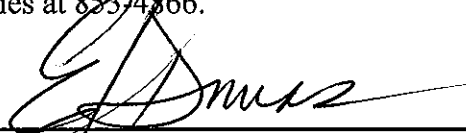
The County of Suffolk, in conjunction with the New York State Employees' Retirement System, has planned Pre-Retirement Seminars for County employees **who are eligible for the incentive**. These seminars will be held on Tuesday, July 27, 2010, in Riverhead at the Legislative Auditorium; Wednesday, July 28, 2010, in Hauppauge at the Media Room in the H. Lee Dennison Bldg.; and Thursday, July 29, 2010, in Yaphank at 360 Yaphank Avenue in the Auditorium at the Old Infirmary Bldg. These seminars will include a presentation by experts from the Social Security Administration as well as an overview of retirement benefits by a Retirement System Information Representative. Presentations will also be made by representatives of the Suffolk County Deferred Compensation and Suffolk County Municipal Employees Benefit Fund. The Division of Employee Services, Department of Civil Service/Human Resources, will present the health benefits portion. Attendees should note that they must use their own time.

Reservations for attendees are required and must be made through e-mail at Retirement.Incentive@suffolkcountyny.gov. If you do not have access to e-mail, please notify your payroll representative and have him or her e-mail your request. **As seating is limited, reservations should be made as soon as possible. You will receive notification of the date, time and location of your seminar via e-mail.**

For Suffolk County employees electing to retire under the Early Retirement Incentive Program, the last date to notify the County is **July 30, 2010**. Any retirement notification filed after this date will not be eligible for the retirement incentive benefit.

Applications may be withdrawn up until one day prior to retirement.

All inquiries may be directed the County Executive Office at e-mail address ERIP@suffolkcountyny.gov or phone 853-4745, or you may visit the Suffolk County Intranet home page to review a list of Frequently Asked Questions. Additionally, you may call Suffolk County Employee Benefits for specific benefit inquiries at 853-4866.


ED DUMAS
Chief Deputy County Executive for Policy & Communications

Distribution

One copy per employee

Attachments (2):

-County Notice of Intent for 2010 Early Retirement Incentive form

-Incentive Benefit Reduction Chart

COUNTY NOTICE OF INTENT FOR 2010 EARLY RETIREMENT INCENTIVE

Submitted by:

If form is submitted by a Payroll Rep. please provide name and phone number:

Employee Name:
last name, first name mi

Retirement #:

Date of Birth:

Title:

Grade:

Step:

Date First Started With The County:

Date Leaving County Service:

Department Name:

Division:

Fund Appropriation:

Accrued Vacation Hours:

Accrued Sick Hours:

Accrued Lag Hours:

I understand that my retirement must be fully implemented, and I must be off the county payroll by August 21, 2010.

Signature (when submitted electronically just type name)

When complete, submit this form with your payroll representative AND with the County Executive Budget Department.

Please submit this form to the County Executive Budget Department in **ONE** of the following ways:

- 1. If you have access to a computer e-mail to ERIP@suffolkcountyny.gov.
- 2. **ONLY** if you **DO NOT** have access to a computer, you may either:

Mail to:
County Executive Budget Office
10th Floor
H. Lee Dennison Building
100 Veterans Memorial Highway
Hauppauge, NY 11788
Attention: Kelly Tinn at the County Executive Budget Office

Fax to:
631-853-4645
Attention: Kelly Tinn at the County Executive Budget Office

Incentive Benefit Reduction Chart

Part A Benefit Reductions Based on Age and Service Credit at Retirement

Tiers 2, 3 & 4 with at least 30 years of Service

<u>Age</u>	<u>Reduction</u>
50	25%
51	20%
52	15%
53	10%
54	5%
55 or older	0%

Tiers 2, 3 & 4 with less than 30 years of Service

<u>Age</u>	<u>Reduction</u>
50	42%
51	39%
52	36%
53	33%
54	30%
55	27%
56	24%
57	21%
58	18%
59	15%
60	12%
61	6%
62 or older	0%

Tier 1 with at least 5 years of Service

<u>Age</u>	<u>Reduction</u>
55 or older	0%

Tier 1 with at least 10 years of Service

<u>Age</u>	<u>Reduction</u>
50	25%
51	20%
52	15%
53	10%
54	5%
55 or older	0%

Please note that reductions will be prorated based on the member's exact age on his or her date of retirement.