

Retirement Policy

- 1.0 POLICY STATEMENT:** The City of Johnson City is a member of the Tennessee Consolidated Retirement System. This plan is designed to help assure future security by providing income when employees retire or when employees become permanently disabled.
- 2.0 PROCEDURES:** The retirement plan is a non-contributory plan (except for special classes) with the city contributing all required amounts for the employee. A separate booklet describing benefits of the plan is available upon request from the Human Resources office.
- 2.1 Full-time employees and regular part-time employees working **30** hours or more weekly are eligible for coverage under the retirement plan.
 - 2.2 When the employee has met the service requirements as published in the TCRS handbook, the employee will be eligible to retire.
 - 2.3 The eligible employee shall make formal request in writing of his/her pending retirement to their department head. This request will include the effective date of retirement and should be submitted for approval at least **120** days prior to retirement.
 - 2.4 The department head will notify the Department of Human Resources of the employees intended retirement dates and the department's intentions of filling the position being vacated by the employees retirement.
 - 2.5 The Department of Human Resources will coordinate all benefits due the retiring employee and submit the entire retirement request package including date of retirement to be approved with Form HR-141 (action form) to the City Manager for approval.
 - 2.6 Upon approval by the City Manager, the Department of Human Resources and payroll will communicate the benefits the retiring employee is eligible for such as: sick leave, comp time, vacation leave, longevity pay, COBRA, and health benefits to payroll for distribution of those benefits.
- 3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

M. Denis Peterson
City Manager

Original:
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