



# EMPLOYER NOTICE

## Elected Officials – Membership Process Changes

### WHO SHOULD READ THIS NOTICE

Fiscal Officers, HR contacts and any OPERS employer contact working with elected officials or those appointed to an elective office

### SITUATION OVERVIEW

Membership for elected officials, or those individuals appointed to an elective office, is optional if they:

- Do not have a prior election for membership as an elected official, or
- Are not receiving a retirement benefit from one of the Ohio retirement systems.

Elected officials who fit the criteria above and who wish to become members of OPERS are required to complete an application for membership. If these individuals do not wish to become members of OPERS, no action is required.

For employers submitting personal history records using the Employer Contribution System (ECS), a follow up application would be sent to the elected official requesting whether the individual would like to apply for OPERS membership. Unfortunately, this application is not always returned in a timely manner.

In order to streamline this process, membership for elected officials will be moved to the paper *Personal History Record/Elected Official Membership Form (Form A)*. This paper form is required for individuals who wish to elect OPERS membership for the elective service. By signing the paper form, it indicates the elected official's irrevocable membership into OPERS. A copy of the updated form is attached to this *Employer Notice*.

### WHAT YOU NEED TO DO

- Begin submitting a paper Form A for any elected official opting for OPERS membership.
  - Keep in mind that elected officials with a prior election for membership, or those who are receiving a retirement benefit from any of the Ohio retirement systems are required to contribute to OPERS. The newly elected official should be able to confirm either of these scenarios for you.
  - For any elected official who is an OPERS benefit recipient, be sure to submit a *Notice of Re-employment: OPERS Benefit Recipient form (SR-6/6E)*.

### WHAT YOU NEED TO DO *(continued)*

- Do not submit the Form A for elected officials through ECS. The paper version of the Form A also serves as the elected official's application for membership.
- When submitting the Form A for elected officials, the salary begin date, member's signature date on the form, and pay period begin date of the first report should match.
  - Contributions for periods prior to the member's signature date will be refunded back to the employer.

### WHY THIS IS IMPORTANT

OPERS is committed to working toward improvements that streamline business practices and improve administrative efficiency, while providing common-sense improvements for its members.

### CHANGES TO THE *EMPLOYER MANUAL*

The *Employer Manual* will be updated resulting from the information contained in this *Employer Notice*.

### WHOM TO CONTACT FOR MORE INFORMATION

After you review this *Employer Notice*, contact your Employer Outreach representative with questions or comments at (888) 400-0965, or by email at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

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For a current listing of OPERS Board members, please visit [www.opers.org](http://www.opers.org)

It is your responsibility to be certain that OPERS has your current physical and e-mail address on file. If OPERS is not made aware of address changes, we cannot guarantee that you will receive important information pertaining to OPERS public employees. This Employer Notice is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.