

SECRET OF STATE

**TITLE 162
LEGISLATIVE RULE
CONSOLIDATED PUBLIC RETIREMENT BOARD**

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**SERIES 5
PUBLIC EMPLOYEES RETIREMENT SYSTEM**

SECRETARY OF STATE

§162-5-1. General.

1.1. Scope. -- This rule establishes the eligibility for membership and the general administrative procedures in the Public Employees Retirement System.

1.2. Authority. -- W. Va. Code §5-10D-1.

1.3. Filing Date. -- ~~May 28, 2013.~~

1.4. Effective Date. -- ~~June 1, 2013.~~

§162-5-2. Definitions.

2.1. Board. -- The West Virginia Consolidated Public Retirement Board.

2.2. Retirement System. -- The West Virginia Public Employees Retirement System.

2.3. ~~Full-time~~ Full-time employment. -- Employment of an employee by a participating public employer in a position which normally requires twelve (12) months per calendar year service and requires at least one thousand forty (1,040) hours per calendar year service in that position.

2.4. Increment Pay. -- A specific monetary amount guaranteed to be regularly paid to a full-time employee.

2.5. Insurable Interest. -- Insurable Interest means an interest that arises from the ties of blood or marriage to the member that will justify a reasonable expectation or advantage or benefit from the continuance of his or her life, or that relationship where a person has a legal claim on the member for service or support from the personal relationship between them, and where he or she has a reasonable right to expect some pecuniary advantage from the continuance of the life of the member.

2.6. Part-time employment. -- Employment of an employee by a participating public employer in a position which requires less than one thousand forty (1,040) hours per calendar year service in that position.

§162-5-3. Interest.

3.1. For the purpose of calculating interest to the members deposit fund, interest is four percent (4%) per annum computed annually.

§162-5-4. Service Credit.

4.1. In crediting service to full-time employees paid on a salary basis:

4.1.a. A day of service means a day in which an employee works or has worked four (4) or more hours for the state or other participating public employer with pay.

4.1.b. The Board shall credit a member with a calendar month of service for any calendar month in which the employee received one-half or more of the employee's normal monthly salary. For any calendar month in which the employee received less than one-half of his or her normal monthly salary, no service credit shall be credited to the employee in that calendar month.

4.1.c. The Board shall credit ten (10) or more months of service in a calendar year as a calendar year's service.

4.2. The Board shall credit any full-time employee hired and paid by a participating public employer on an hourly basis with one month's contributing service for each one hundred twenty (120) hours of work paid by his or her employer in a calendar year.

4.3. Total service credit when combined in any calendar year shall not exceed twelve (12) months under the Retirement System.

§162-5-5. Final Average Salary.

5.1. In computing a member's final average salary, the Board shall follow the following procedure:

5.1.a. Compensation shall not be considered for any period for which service is not credited;

5.1.b. Increment pay received by an employee at the termination of employment shall be added to the compensation of the last month in which service is credited;

5.1.c. Increment pay received by an hourly employee at the termination of employment shall be added to the last month in which compensation is received.

~~5.1.c.~~ 5.1.d. The fifteen (15) years of credited service immediately preceding the date in which the member last received service credit with a participating public employer is the one hundred seventy nine (179) months of service preceding the last month of service before retirement;

~~5.1.d.~~ 5.1.e. The three (3) consecutive years of service for which the member's compensation was the highest is the highest aggregate of his or her compensation for the thirty-six (36) consecutive months of service contained within the one hundred seventy nine (179) months of service, plus the last month of service determined in Subsection ~~5.1.c.~~ 5.1.d. of this Rule;

~~5.1.e.~~ 5.1.f. The member's final average salary shall be one-third (1/3) of the aggregate salary determined in Subsection ~~5.1.d.~~ 5.1.e. of this Rule; and

~~5.1.f. Only compensation paid by county courts and the State of West Virginia shall be used to determine final average salary for court reporters.~~

§162-5-6. Refund of Erroneous Contributions.

6.1. To the extent permissible under the provisions of section 401(a) et seq. of the Internal Revenue Code and the guidance issued thereunder, the State Auditor and State Treasurer may refund from the funds of the Retirement System any erroneous contributions made to the System upon proper transmittals by the

Board's staff. The Board's staff may request the refund if it determines it is appropriate and permissible under the provisions of section 401(a) et seq. of the Internal Revenue Code and guidance issued thereunder, after receiving from the executive officer of the payroll records of a participating public employer an explanation of the reason for making the erroneous contributions and the amount of the erroneous contributions.

§162-5-7. Verification of Prior Service.

7.1. The Board shall accept a certificate from the executive office or the payroll records of the employer as evidence of service prior to July 1, 1961, and as evidence of the date the public employer elected to become a member of the Retirement System.

7.2. The certificate and affidavits submitted by the employer shall show the member's full name (no initials), the name of the employer and the exact dates of the prior service.

7.3. Copies of W-2 Forms furnished an employee, bona fide copies of Internal Revenue Tax Returns, or records of Health, Education and Human Services or Internal Revenue Service which show gross earnings and the employee's and the employer's name shall be considered sufficient evidence of prior service.

7.4. In the event a member cannot obtain the certificate specified in subsections 7.1. and 7.2. of this Rule, the Board may grant prior service credit to the member furnishing two (2) affidavits to the Retirement System from two (2) credible persons who worked with the member during the periods stated or who had personal knowledge of the employment.

§162-5-8. Employer Contributions.

8.1. Each participating public employer shall contribute nine and five-tenths percent (9.5%) of each compensation payment of all its employees who are members of the Public Employees Retirement System: Provided, That beginning on the first day of July, two thousand three, each participating public employer shall contribute ten and five-tenths percent (10.5%) of each compensation payment of all its employees who are members of the Public Employees Retirement System: Provided, however, That beginning on July 1, 2009, each participating public employer shall contribute eleven percent (11.0%) of each compensation payment of all its employees who are members of the Public Employees Retirement System: Provided further, That beginning on July 1, 2010, each participating public employer shall contribute twelve and five-tenths percent (12.5%) of each compensation payment of all its employees who are members of the Public Employees Retirement System: And provided further, That beginning on July 1, 2011, each participating public employer shall contribute fourteen and five-tenths percent (14.5%) of each compensation payment of all its employees who are members of the Public Employees Retirement System: And provided further, That beginning July 1, 2012, each participating public employer shall contribute fourteen percent (14%) of each compensation payment of all its employees who are members of the Public Employees Retirement System: And provided further, That beginning July 1, 2013, each participating public employer shall contribute fourteen and five-tenths percent (14.5%) of each compensation payment of all its employees who are members of the Public Employees Retirement System.

8.2. The sums are due the Public Employees Retirement System at the end of each calendar month in arrears and shall be paid not later than fifteen (15) days following the end of the calendar month. Each remittance shall be accompanied by a detailed summary of the sums withheld from the compensation of each member and the credited service each employee was entitled to for that month on forms, either paper or electronic, provided by the Public Employees Retirement System for that purpose.

§162-5-9. Employee Contributions.

9.1. All participating public employers shall withhold four and five-tenths percent (4.5%) from the gross compensation of each member.

9.2. The sums withheld each calendar month are due the Retirement System at the end of each calendar month and shall be paid not later than fifteen (15) days following the end of each calendar month. Each remittance shall be made by check separate from the employer remittance and shall be made payable to the West Virginia Public Employees Retirement System. Each remittance shall be accompanied by a detailed summary of the sums withheld from the compensation of each employee and the credited service each employee was entitled to for that month on forms, either paper or electronic, provided by the Public Employees Retirement System for that purpose.

§162-5-10. Public Corporations.

10.1. In order to be accepted for membership by the Board as a participating public employer, any separate corporation or instrumentality established by one or more counties, cities or towns, or any corporation or instrumentality supported in most part by counties, cities or towns, which by a three-fifths (3/5) majority vote of its governing body elects to join the Retirement System, the public corporation or instrumentality shall pass a resolution whereby it would allow the entity from which it derives its funds to deduct from its appropriations any sums the Board finds are subsequently delinquent, and for the entity to pay the delinquent funds to the Board. In the event the entity fails to pay the delinquent funds, then the Consolidated Public Retirement Board may collect the delinquent funds, as provided in W. Va. Code §5-10-33.

§162-5-11. Annuity Payment Age.

11.1. For the purpose of calculating annuity benefits, the Board shall use the age at the nearest birthday to the effective date of retirement of the member, retirant or beneficiary.

§162-5-12. Prior Service on Reemployment.

12.1. The Board shall credit each member of the Retirement System with prior service before July 1, 1961 if that member was in the employ of the State of West Virginia or other participating public employer within a period of thirty (30) years immediately preceding the date the State or other participating public employer became a participating public employer: Provided, however, That the member was reemployed after July 1, 1961 by a participating public employer or the State of West Virginia within fifteen (15) years subsequent to the date that the participating public employer elected to become a participating public employer in order to receive the prior service credit with no contributions required. If the member was reemployed after July 1, 1961, by a participating public employer or the State of West Virginia later than fifteen (15) years subsequent to the date the participating public employer elected to become a participating public employer, the member may purchase the prior service.

§162-5-13. Employee Membership in Retirement System.

13.1. Employees of boards of education, colleges or universities. -- Any employee or person whose salary or compensation is paid in whole, or substantially in part, by any college, university, county board of education, State Department of Education, State Board of Education or State Teachers' Retirement System is not entitled to membership in the West Virginia Public Employees Retirement System while employed in that capacity unless they are a member of a legislative body of a political subdivision that is a participating

public employer as provided in W. Va. Code §5-10-17. Elected members of County Commissions, City Councils, Boards of Education, and Mayors are considered members of a legislative body of a political subdivision.

13.2. Employees of cooperative associations under direction of the Department of Agriculture. -- Employees of cooperative associations under the supervision of the Department of Agriculture, whose compensation is payable by the cooperative association are not entitled to membership in the Retirement System for that employment.

13.3. Registrars of Division of Vital Statistics. -- Those employees of counties furnishing statistical information to the Department of Health and Human Services whose job is considered full-time, or whose position is considered one which normally requires twelve (12) months of service and at least one thousand forty (1,040) hours per calendar year service in that position, shall become members of the Retirement System.

13.4. Deputy Commissioners of Delinquent and Forfeited Lands. -- The various Deputy Commissioners for Delinquent and Forfeited Lands, by reason of that appointment are not entitled to membership in the Retirement System for that employment.

13.5. Other retirement system membership. -- Any employee of a participating public employer who is eligible for membership in another retirement system of a political body is not eligible for membership in the West Virginia Public Employees Retirement System, except as provided in W. Va. Code §5-10-17.

§162-5-14. Participating After July 1, 1961.

14.1. Employees of any participating public employer, including, but not limited to, hourly employees of the State Division of Highways who were eligible to participate July 1, 1961, shall not receive service credit during the period July 1, 1961, until the date on which the employee actually commenced participation by contribution to the Retirement System; however, during that period they shall be considered to be members of the Retirement System for all other purposes.

§162-5-15. Employer Termination of Membership.

15.1. Once an employer, whether a municipality, county or public corporation, elects to participate in the Retirement System, the action of the municipality, county or public corporation is final and it may not, at a later date, elect to terminate its participation in the Retirement System.

§162-5-16. Approval of Applications for Voluntary Retirement and Death Annuities by the Board.

16.1. Commencement of annuity. The State Auditor and State Treasurer may pay continuing monthly annuities to retirants, beneficiaries of retirants and beneficiaries of deceased members, after the Board has:

- 16.1.a. Approved the date of birth of the member, retirant or beneficiary;
- 16.1.b. Approved the prior and contributing service the member is entitled to;
- 16.1.c. Approved the date of the death of a member in the event of his or her death;
- 16.1.d. Complied with the other provisions of this Rule; and

16.1.e. Submitted the proper transmittals to the State Auditor's and the State Treasurer's office.

16.2. Option chosen final. When the choice of an option has been made, that choice is final and cannot after that date be changed, except as provided in W. Va. Code §5-10-24. A beneficiary cannot affect or change the option chosen by the member.

§162-5-17. Reduction of Annuities on Request of Retirant.

17.1. A retirant is not entitled to elect a reduced annuity except as provided for in W. Va. Code §5-10-24.

§162-5-18. Early Retirement.

18.1. Eligibility. Any member who acquires ten (10) years or more of credited service with the Retirement System, three (3) years or more of which are contributing service, and has terminated his or her employment after attaining age fifty-five (55), but before attaining age sixty (60), may be entitled to an actuarially reduced annuity pursuant to W. Va. Code §5-10-21: Provided, That the member makes application for retirement on or before he or she attains age sixty-two (62).

18.2. Recalculation of early retirement factor after reemployment period. The Board shall treat any member who retires early pursuant to W. Va. Code §5-10-21, and is subsequently reemployed by a participating public employer of the Retirement System, and who again retires, for purposes of the determination of the newly applicable early retirement factor, as if he or she were retiring at an age calculated by adding to this original early retirement age the number of years and months during which he or she was reemployed. In the event that the artificially determined age exceeds sixty (60), the Board shall not make any reduction for early retirement.

§162-5-19. Effective Date for Commencement of Annuity.

19.1. Deferred or Early Retirement Annuity. Any member who terminates his or her employment and who is eligible for a deferred or early retirement annuity pursuant to W. Va. Code §5-10-21 shall commence annuity payments the first day of the calendar month following eligibility, termination of employment and benefits or the month in which his or her retirement application is received by the Board, whichever occurs last. Upon receipt of all properly executed forms from the member and former employer, the Board shall process the retirement annuity as soon as administratively feasible.

19.2. Disability Retirement Annuity. Disability annuity payments will commence for any member of a participating public employer who is approved for a disability retirement annuity pursuant to W. Va. Code §5-10-25 effective the first day of the month following receipt of application or the first day of the month following termination of employment and benefits, whichever occurs last. Upon receipt of all properly executed forms submitted by the employer or former employer and the disability retirant as required pursuant to the Consolidated Public Retirement Board's rule, Benefit Determination and Appeal, 162CSR2, the Board shall process the disability retirement annuity as soon as administratively feasible.

19.3. Regular Retirement Annuity. Any employee, age sixty (60) or older, who was eligible for a regular retirement annuity pursuant to W. Va. Code §5-10-20 upon terminating his or her employment and who files his or her retirement application within one (1) year of termination of employment shall commence annuity payments the first day of the month following the month in which he or she terminated employment and benefits with a participating public employer. Any employee, age sixty (60) or older, who was eligible for a regular retirement annuity pursuant to W. Va. Code §5-10-20 upon terminating his or her employment and

who files his or her retirement application after one (1) year of termination of employment shall commence annuity payments the first day of the month following the month in which his or her application is received. Upon receipt of all properly executed forms from the member and former employer, the Board shall process the retirement annuity as soon as administratively feasible.

19.4. Survivor Annuity. If a member dies prior to retirement and a survivor annuity is payable pursuant to W. Va. Code §5-10-27, the survivor annuity payments shall commence effective the first day of the month following the death of the member. Upon receipt of all properly executed forms from the survivor and the former employer of the deceased member, the Board shall process the survivor annuity as soon as administratively feasible.

19.5. Required Minimum Distributions. Notwithstanding anything in this Rule to the contrary, distributions shall be made in accordance with the provisions of W. Va. Code §5-10-27b.

§162-5-20. Military Service Credit.

20.1. Credit for military service shall be made in accordance with the provisions of W. Va. Code §5-10-15. Any member applying for retirement benefits who is claiming service credit pursuant to W. Va. Code §5-10-15, shall present to the Retirement System an original or copy of his or her discharge from the service or other appropriate documents required by the Board to comply with the provisions of W. Va. Code §5-10-15.

20.2. Any member who ~~has served during any period of compulsory military service or during any period of armed conflict~~ is eligible for military service credit as provided in W. Va. Code §5-10-15, shall receive a one calendar month of service credit for any each calendar month in which he or she served 15 days or more on in active duty of the Armed Forces of the United States; Provided, That the member is not otherwise receiving service credit for that month.

§162-5-21. Refunds Refund of Contributions Where an Annuity May Be Payable.

21.1. Any member of the Retirement System who terminates employment after attaining age sixty (60) and who has five (5) or more years contributing service, and is otherwise entitled to an annuity payable from the Retirement System, is not eligible for a refund of accumulated contributions made to the Retirement System, but, in lieu therefore, is entitled to a monthly annuity payable pursuant to W. Va. Code §5-10-20.

21.2. Any member of the Retirement System who terminates employment before attaining age sixty (60) and who is otherwise entitled to a regular annuity payable from the Retirement System at the time of his or her application for a refund, is not eligible for a refund of accumulated contributions made to the Retirement System, but, in lieu thereof, is entitled to a monthly annuity payable pursuant to W. Va. Code §5-10-20.

21.3. Any member of the Retirement System who terminates employment before attaining age sixty (60) and who is not immediately entitled to a regular annuity payable from the Retirement System, even though he or she may be entitled to deferred benefits, is entitled to a refund of accumulated contributions upon written application filed with the Retirement System.

§162-5-22. Refunds Refund of Contributions.

22.1. A member of the Retirement System who terminates his or her employment with a participating public employer without an annuity payable is entitled to a refund of his or her contributions made to the Retirement System thirty (30) days after he or she last appeared on an official payroll of the State of West

Virginia or other participating public employer, following the filing of a report from the employee's payroll office.

22.2. Any member who terminates his or her employment with a participating public employer and accepts employment with another participating public employer within thirty (30) days from the date the member last appeared on an official payroll of any participating public employer is not entitled to a refund of contributions made to the Retirement System.

§162-5-23. Employer's Election to Participate after a Member has Retired.

23.1. If a retirant is employed by a non-participating employer, which subsequently elects to become a participating employer, the Board's staff shall act in accordance with W. Va. Code §5-10-48. The retirant is not eligible to purchase retroactive service credit for the period in which the retirant was receiving a monthly annuity.

§162-5-24. Temporary Employment by Retirants with Participating Public Employers.

24.1. Any retirant who accepts employment with a participating public employer for a limited period of time and who is not considered in any way a permanent or regular employee is a temporary employee within the meaning of W. Va. Code §5-10-2 and the employee shall not be a member of the Retirement System.

24.2. Any retirant drawing an annuity may accept temporary full-time employment, temporary part-time employment, or permanent part-time employment with a participating public employer: Provided, That his or her compensation does not exceed the limitation established by W. Va. Code §5-10-48. ~~The earnings received in the calendar year as limited by that section, regardless of over what period, is the controlling factor for suspension of the annuity for the balance of the calendar year. If the calendar year compensation limit is exceeded, the Board shall suspend the retirant's monthly annuity for the balance of the calendar year, and accordingly shall prorate the month in which the compensation limit is exceeded.~~

§162-5-25. Member Receiving Workers' Compensation.

25.1. Any member of the Retirement System who is injured or suffers a disease growing out of the course of his or her employment with a participating public employer and who is receiving Workers' Compensation benefits shall receive credited service toward his or her retirement: Provided, That the member physically returns to employment with a participating public employer upon recovery of his or her injury or disease.

§162-5-26. Deputy Assessors -- Service Credit.

26.1. Deputy assessors shall receive credited service for actual time for which they are compensated, however, final average salary shall be based upon their annual compensation.

§162-5-27. Officers of the Department of Public Safety and Municipal Police or Fire Department.

27.1. Any member of the Retirement System who served as an officer of the Division of Public Safety or a municipal fire or police department and is not receiving an annuity from that system, may be granted prior service credit if he or she is otherwise entitled to the credit.

§162-5-28. Repayment of Withdrawals.

28.1. Any former member of the Retirement System who withdrew his or her contributions and who is reemployed by a participating public employer may repay his or her withdrawals in periodic payments, together with interest as provided for in the West Virginia Consolidated Public Retirement Board's rule Refund, Reinstatement and Loan Interest Factors, 162CSR7, et seq. The individual shall be a contributing member reemployed with a participating public employer(s) for a one full year before any repayment of funds are allowed and the repayment must begin within two (2) years of reemployment. All funds must be repaid within five (5) years of reemployment.

28.2. All previously withdrawn contributions shall be repaid in full in order to receive service credit.

28.3. Reinstated service credit shall be posted to the member's account upon payment in full.

28.4. Termination or transfer of employment from one participating public employer and acceptance of employment with another participating public employer constitutes return to employment may be considered reemployment for the purposes of reinstating previously withdrawn service.

~~§162-5-29. Refunds of Contributions Upon Accepting Employment With a Different Participating Public Employer.~~

~~29.1. Any member who terminates his or her employment with a participating public employer and accepts employment with another participating public employer within thirty (30) days from the date the member last appeared on an official payroll of any participating public employer is not entitled to a refund of contributions made to the Retirement System.~~

~~§162-5-30. Employee and Employer Contributions When an Employee is on Annual Leave or Compensated Sick Leave.~~

~~30.1. 29.1.~~ The employee and employer shall make regular contributions to the Retirement System, notwithstanding the fact that the employee is drawing compensation for annual or sick leave.

~~§162-5-31. §162-5-30. Insurance Premiums.~~

~~31.1. The Board shall not consider premiums paid by a participating public employer for group life insurance or group health and accident insurance on its employees as compensation for retirement purposes.~~

~~§162-5-32. §162-5-31. Elected Officials of the Legislature.~~

~~32.1. 31.1.~~ Elected clerks, sergeants at arms and doorkeepers of the Legislature shall receive one year of service credit with the Retirement System for each calendar year served.

~~§162-5-33. §162-5-32. Surcharge for Delinquency of Employer and Employee Contributions.~~

~~33.1. 32.1.~~ Any participating public employer who fails to make any payment due the Retirement System by the fifteenth (15th) day following the end of each calendar month in which the contributions are due may be required to pay the actuarial rate of interest lost on the total employee and employer contributions owed for each day the payment is delinquent. Accrual of the loss in earnings owed by the delinquent employer commences after the fifteenth (15th) day following the end of the calendar month in which the contributions are due and continues until receipt of the delinquent employee and employer contributions. Interest compounds daily and the minimum surcharge is fifty (50) dollars.