I.   Purpose

A.   The Board of Retirement (Board) and designated staff have a fiduciary duty to provide for a stable defined benefit for members and accurately calculate the lifetime benefit for SJCERA retirees.

B.   To execute this mission, the Board is promulgating this policy in order to capture the processes necessary to facilitate a simple and expedient process to assist members with applications for service retirement.

II.   Service Retirement Requirements

A.   In addition to the provisions of the County Employees Retirement Law of 1937 ("CERL") and the Public Employees' Pension Reform Act ("PEPRA") pertaining to service retirement, an application for service retirement shall be deemed complete when the following have been submitted:

1. A written application on forms supplied by the SJCERA,

2. Proof of age of the member and beneficiary as provided in the SJCERA Age Verification Policy,

3. Evidence of marriage or registered domestic partnership of the beneficiary as required in the Designation of Beneficiary Policy, and

4. Designation of the option elected by the retiring member on the form provided by SJCERA.

B.   Upon retirement, a member shall be furnished with a copy of their retirement application and options form which includes the effective date of retirement, their retirement allowance and any other information that the CEO or designee determines is appropriate and in the member's best interest. This shall serve as an annuity certificate.

II.   Law Prevails

In the event a conflict between this policy and CERL, PEPRA, or other applicable state or federal law arises, the law shall prevail.

III.   Policy Review

A.   Staff shall review this Policy at least once every three years to ensure that it remains relevant, appropriate, and in compliance *(Ref.: Cal. Gov. Code. §31539, IRS Rev. Proc. 2016-51.)*

IV.   History

12/13/2024   Board Adopted Policy

Certification of Board Adoption:

(signature)	12/13/2024
Clerk of the Board	Date