

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: New York State Employees' Retirement System

CHAPTER: IX

SECTION: 2

EFFECTIVE DATE: 1/81

REVISION DATE: 4/89, 8/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

All Buffalo & Erie County Public Library employees have the right to join the New York State Employees' Retirement System. Permanent full-time and regular part-time employees are required to join. The Retirement System provides for service retirement and also for benefits in the event of death or disability.

II. GUIDELINES

A. Joining the Retirement System

Membership in the Retirement System is not automatic upon being employed; the employee must complete an application, which is available in Human Resources.

B. Retirement System Tiers

There are six (6) separate classes of the Retirement System membership, depending on enrollment date:

1. Tier 1 members are those persons who last became members on or before June 30, 1973;
2. Generally, Tier 2 members are those who last became members on or after July 26, 1973 but before July 27, 1976;
3. Tier 3 members are those persons who last became members on or after July 27, 1976 but before September 1, 1983;
4. Tier 4 covers all members who last entered the system on or after September 1, 1983 but before January 1, 2010;
5. Tier 5 covers members entering the system on or after January 1, 2010 but before April 1, 2012; and
6. Tier 6 covers members entering the system on or after April 1, 2012.

C. Variations in Plans

1. There are variations in the retirement plan for each tier with respect to employee contributions, benefits, minimum retirement age, and so forth.
2. Tier 3, Tier 4, and Tier 5 members must contribute 3% of their gross pay to the retirement system; Tier 6 contribution is based on the employee's annual compensation.
3. Tier 3 and Tier 4 employees contributions cease after 10 years; Tier 5 and 6 members must contribute for all their years of service.

4. A Tier 3 or 4 member must be in the Retirement System for five years to become vested; a Tier 5 or 6 member must be in for ten (10) years. (Being vested means you are entitled to receive benefits at retirement age even though you may have left government employment covered by the Retirement System before that time.)

D. Further Information

1. The Retirement System is complicated, and employees should consult with the New York State and Local Retirement System and/or the Erie County Personnel Department for information pertaining to benefit payment options.
2. The Retirement System views all matters concerning an individual's retirement status as personal matters between the employee and the Retirement System. They will not release any retirement information to anyone other than the employee or persons legally authorized to act for the employee.
3. Therefore, employees who have questions about their retirement status should address their questions in writing to the New York State and Local Retirement System, Governor Smith State Office Building, Albany, NY 12244.
4. A field representative of the Retirement System is located at the State Office Building, 65 Court Street. Visitors who wish to meet with a representative must schedule an appointment. The toll free number is 1-866-805-0990.