

## NPERS COUNTY PLAN ELIGIBILITY CHECKLIST

Person's Name: \_\_\_\_\_

County: \_\_\_\_\_ Reporting Agent's Name: \_\_\_\_\_

Date Checklist was Completed: \_\_\_\_\_

Use this checklist to help you determine if/when a person, who is an employee, is eligible to participate in the County plan. Please see the [County Plan Employer Manual](#) for more information on eligibility and enrollment.

**IMPORTANT!!! (A)** Once a person begins County plan participation at **any** County plan covered employer, the person **must** begin participation at **all** County plan covered employers where the person works, including yours, except as stated in law. If a person who works for other County plan covered employers begins participation at your employer, **please notify the other County plan covered employers. Please tell the person to also notify their other County plan covered employers where the person works of the requirement to participate in the County plan.**

**(B)** A person **cannot** take a distribution from retirement while rendering service to any County plan covered employer.

**(C)** A person may contact NPERS' Member Services at 402-471-2053 or 800-245-5712 to verify their status with NPERS.

**(D)** Consider keeping the completed checklist in the person's personnel file for future reference, such as audits or as a baseline if the person's status changes.

**SEASONAL EMPLOYEES. (A)** A person is a "permanent seasonal employee" for retirement purposes if the person is hired with the intent the person will return to employment with your employer in subsequent working seasons without having to reapply.

**(B)** A person is a "temporary seasonal employee" for retirement purposes if the person is hired on a one-season basis with no agreement or understanding that the person will return to employment the next season and the person must reapply for the position for the next working season.

**(C)** Treat "permanent seasonal employees" the same as other permanent employees and treat "temporary seasonal employees" the same as other temporary employees, for retirement eligibility purposes. Monitor all other eligibility criteria.

1. Is the person 18 years old or older?

\_\_\_\_\_ **Yes**, proceed to question 2.

\_\_\_\_\_ **No**, the person is **not** eligible for County plan participation. Reassess retirement eligibility when the person is 18.

2. Is the person a U.S. citizen or a qualified alien?

\_\_\_\_\_ **Yes**, proceed to question 3.

\_\_\_\_\_ **No**, the person is **not** eligible for County plan participation. Reassess retirement eligibility if the person's immigration status changes.

3. Is the person **currently participating in** the County plan due to employment with **any** County plan covered employer?

\_\_\_\_\_ **Yes**, the person **must** begin County plan participation at **all** County plan covered employers where the person works, including yours. **Regardless of the answer complete the remainder of the questionnaire.**

\_\_\_\_\_ **No**, proceed to question 4.

4. Has the person **ever participated in** the County plan while working for **any** other County plan covered employer, then terminated employment?

\_\_\_\_\_ **Yes**, proceed to question 4.a.

\_\_\_\_\_ **No**, proceed to question 5.

4.a. Have at least 120 days passed since the person last rendered service with **any** County plan covered employer without a prearranged return to work?

\_\_\_\_\_ **Yes**, proceed to question 4.b.

\_\_\_\_\_ **No**. The person has not terminated employment for retirement purposes.

- The person **must** participate in the County plan at **all** County plan covered employers where the person works, and repay any retirement distributions received, with interest, and
- The employer(s) **must** work with NPERS to ensure any missed contributions are properly made up.

4.b. Is this prior County plan participant a permanent full-time or part-time employee at your employer?

\_\_\_\_\_ **Yes**, the person **must** participate in the County plan at **all** County plan covered employers, including yours.

\_\_\_\_\_ **No**, the person is a temporary employee for retirement purposes. The person is **not** eligible to participate in the County plan currently. Reassess retirement eligibility if the situation changes.

5. Is the person being hired as a **permanent** employee?

\_\_\_\_\_ **Yes**, proceed to question 6.

\_\_\_\_\_ **No**, temporary employees are not eligible for plan participation. Maintain documentation of the employee's temporary status for audit purposes. Such documentation includes, but is not limited to, work agreements, county board resolutions, etc.

6. What job classification was the person hired to work?

\_\_\_\_\_ Proceed to question 7.

7. What is the pay period for the job classification (i.e., bi-weekly, semi-monthly, monthly)?

\_\_\_\_\_ Proceed to question 8.

8. What is the number of hours per pay period that equals the full-time equivalency (i.e., 1.0 FTE) for the job classification?

\_\_\_\_\_ Proceed to question 9.

9. What is the number of hours per pay period the person was hired to work?

\_\_\_\_\_ Proceed to question 10.

10. Was the person hired to work one-half or more of the hours per pay period that equal the full-time equivalency for the job classification?

\_\_\_\_\_ **Yes**, the person is a permanent **full-time** employee for retirement purposes and **must** begin County plan participation at **all** County plan covered employers where the person works.

\_\_\_\_\_ **No**, the person is a permanent **part-time** employee for retirement purposes. Proceed to question 11.

11. Does this person want to voluntarily join the County plan?

\_\_\_\_\_ **Yes**, NPERS **must** receive the person's properly completed Voluntary Enrollment Form **within the first 30 days of employment** to be eligible for County plan participation.

- If Voluntary Enrollment Form **is** timely received, the person **must** begin County plan participation at **all** County plan covered employers where the person works from the date of hire at your employer.
- **WARNING!!** If Voluntary Enrollment Form is not timely received, the person **cannot** participate in the County plan, except as otherwise required by law.
  - Any contributions plus earnings will need to be distributed through the appropriate methods. Contact NPERS for assistance.
  - Reassess the person's retirement eligibility if their employment status or work hours change.
- **REMINDER:** The person should also submit a Beneficiary Designation Form as soon as possible, and Vesting Credit Application within 180 days of the date of hire (as defined in NPERS' laws), to NPERS!

\_\_\_\_\_ **No. Do not** have the person complete the Voluntary Enrollment Form, Beneficiary Designation Form, or Vesting Credit Application.

- Reassess the person's retirement eligibility if their employment status or work hours change. If the person becomes a full-time employee, the person **must** begin County plan participation.
- If during a plan year (January 1 to December 31) the person works one-half or more of the regularly scheduled hours in 6 bi-weekly pay periods, 6 semi-monthly pay periods, or 3 monthly pay periods, as applicable for your employer, the person **must** begin County plan participation at **all** County plan covered employers where the person works, including yours.

12. When did the person begin County plan participation at your employer, if applicable? \_\_\_\_\_

Comments/Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_