NPERS Nebraska Public Employees Retirement Systems

npers.ne.gov

1526 K St., Ste. 400   PO Box 94816   Lincoln, NE 68509-4816   **PHONE** 402-471-2053   **TOLL FREE** 800-245-5712   **FAX** 402-471-9493

Name Last First Middle	Position Date of Birth - -	**Plan Type** (Check one.)
Social Security Number - -	Personal Email Address	☒ School
Address City State Zip		
Home Phone Or Cell Phone Work Phone	Employer	

Non-Contributing School Member Form

You must provide this form to NPERS whenever a member has an interruption in retirement contributions. If retirement contributions cease because of a "termination of employment," it is the responsibility of the employer to notify NPERS, in writing, of the date upon which a termination of employment has occurred.

IMPORTANT: Please complete this form accurately. Retirement benefits are date sensitive. If the information on this form does not match the information posted to the member's account, you will be contacted for clarification and/or corrections.

Please answer the following questions regarding the member's employment status.

(Please note, to determine a member's eligibility for retirement benefits, we may require further documentation.)

REASON FOR NOT CONTRIBUTING:
☐ Retired   ☐ Resigned   ☐ Disabled   ☐ Military Leave   ☐ Leave of Absence   ☐ Deceased
☐ Transferred/merged to another Nebraska school (Date: _____/_____/_____)
☐ Other *(explain)*_____

1. Is the member on an approved leave of absence? ☐ Yes ☐ No

If YES, when will the leave of absence end: _____

If YES, is the leave of absence:

☐ Paid   ☐ Unpaid

2. If **NO** to question 1, what is the member's termination date? _____

> **IMPORTANT:** "Termination of employment" is defined in the Nebraska School Employees Retirement Act. It is important to report an accurate date of termination. An inaccurate date could delay payment of the member's benefit or result in the member having to repay benefits. If you are unclear as to what date to use, please contact NPERS for clarification. NPERS reserves the right to request further information to verify the member's employment status. See the reverse side of this form for further information.

3. The member's final retirement **compensation** will be / was reported on the following Wage and

Contribution Report: _____ / _____
MONTH   YEAR
, which was / is due on: _____ **10th**, _____
MONTH   YEAR

4. The member's final service hours will be / was reported on the following Wage and

Contribution Report: _____ / _____
MONTH   YEAR
, which was / is due on: _____ **10th**, _____
MONTH   YEAR

The final service hours on the above report will be / were worked over the following period:

____ / ____ / _____ **to** ____ / ____ / _____
MONTH DAY YEAR   MONTH DAY YEAR
Beginning date = first day of payroll period.   Ending date = final day member rendered service or <u>used</u> leave.

I declare to the best of my knowledge and belief that the above information is true and correct.

Signature of Employer Contact: _____ Title: _____

Printed Name of Employer Contact : _____ Date: _____

BAR CODE

Termination of Employment – What does it mean?

A member of the School Employees Retirement Plan is not entitled to a retirement benefit until after he/she has terminated employment. "Termination of employment" has a very specific meaning in the School Employees Retirement Act. In short, termination of employment occurs on the date on which the member experiences a bona fide separation from service of employment.

It is important to note that the definition of termination of employment ***does not*** mean the last day that the member physically worked. The last day that the member physically worked and the member's termination date may coincide, but the 2 dates are distinctly different.

NPERS relies on the reported information on this form to process the member's retirement benefit. It is very important that a proper determination is made with respect to the member's reported termination date. If the PERB determines that a member received an "in service distribution" due to the reporting of an incorrect termination date, the law requires the member who has received such benefit to repay the benefit to the retirement system.

Please review the following examples of the most common termination scenarios. This is not an exhaustive list.

- **EXAMPLE A: AN EMPLOYEE WITH A STANDARD CONTRACT.**
  A member is contracted to work from August 18, 20xx through May 26, 20xx; 186 days at full-time. This is an example of a standard (teaching) contract with no "extended" contract days or no extra duty after the end of the member's contract. The salary for this service is normally paid over the 12-month period (Sept – Aug). In this example, record ***May 26, 20xx*** as the member's date of termination.

- **EXAMPLE B: AN EMPLOYEE WITH AN EXTENDED CONTRACT (10 EXTRA DAYS).**
  A member is contracted to work from August 18, 20xx through June 10, 20xx; 196 days at full-time. The salary for this service is normally paid over the 12-month period (Sept – Aug), same as the member with the standard contract. In this example, record ***June 10, 20xx*** as the member's date of termination.

  In this example, in the year of retirement, the member completed all of his/her 196 contract days by May 31, 20xx. This ***does not*** change the member's termination date. It is still June 10, 20xx. It is not correct to record May 31, 20xx as the member's termination date (remember…the last physical day of work is not the defintion of termination of employment). The member's contractual end date is what determines the member's termination date.

- **EXAMPLE C: AN EMPLOYEE CEASES EMPLOYMENT BEFORE COMPLETION OF HIS/HER CONTRACT.**
  A member is contracted to work from August 18, 20xx through May 26, 20xx; 186 days at full-time. The salary for this service is normally paid over the 12-month period (Sept – Aug). The member resigns on April 15, 20xx, completing 156 out of 186 contracted days. In this example, record April 15, 20xx as the member's termination date. **The compensation and service hours must be reported to NPERS only to the extent of the portion of the employment contract that was completed (156 days). Do not** report compensation and service hours beyond the 156 days.

- **EXAMPLE D: AN EMPLOYEE CEASES WORKING AND THEN IS ON AN UNPAID LEAVE OF ABSENCE.**
  A member is contracted to work from August 18, 20xx through May 26, 20xx; 186 days at full-time. The salary for this service is normally paid over the 12-month period (Sept - Aug). The member's last physical day of work is on April 15, 20xx. The member then goes on an upaid leave of absence and then eventually resigns effective August 15, 20xx. A member on a leave of absence is still considered employed. In this example, record August 15, 20xx as the termination date (the resignation date). **The compensation and service hours must be reported to NPERS only to the extent of the portion of the employment contract that was completed (156 days).**

- **EXAMPLE E: AN EMPLOYEE DIES IN SERVICE.**
  Follow **Example C** for a member that dies unexpectedly, before the completion of his/her contract. Record the member's date of death as the termination date. Compensation and service hours must be reported to NPERS only to the extent of the portion of the employment contract that was completed (as described in **Example C**).

- **EXAMPLE F: USING VACATION AT THE END OF A CONTRACT.**
  An employee is contracted to work August 1, 20xx through July 31, 20xx; 240 days at full-time. The member is a 12-month employee and is normally paid over the same 12-month period (Aug - July 31). The member "works" August 1 through June 30 every year and uses vacation in July of every year. ***Do not*** record June 30 as the member's termination date. If the member is "using" vacation time, it is considered "work" time. In this example, you should record July 31 as the member's termination date. Service hours and salary should be reported for July.

The PERB is required to administer the Plan in a manner that maintains the Plan's qualified status under the Internal Revenue Code (IRC). In those instances where an inconsistency is identified, NPERS will investigate and may request further documentation in order to substantiate reported information. If you have any questions about this form, please call NPERS.

BAR CODE