

becoming a participating employer

An overview of PEBA-administered retirement plans and a guide to requesting participation in the plans

The South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) are defined benefit plans administered by the South Carolina Public Employee Benefit Authority (PEBA). This brochure provides a brief overview of benefits for Class Three members and outlines the process of becoming a participating employer.

Employer eligibility

- Subdivisions of local government and special purpose districts, such as water, sewer, gas and fire districts, may apply to become a participating employer.
- Employers seeking PORS participation must employ police officers, firefighters, probate judges, and/or coroners, and meet other eligibility requirements.

Membership

- Once you become a participating employer, current employees have the option to become members.
- Future employees must become members as a condition of employment.
- Unless an employee has service in SCRS or PORS prior to July 1, 2012, the employee will be a Class Three member of the systems.

Benefit highlights

- Retirement benefit is based on a member's years of service, average final compensation, and a benefit multiplier, not on a member's account balance at retirement.
- Annual benefit adjustment of 1 percent of retired member's annual annuity up to a maximum of \$500 per year.

- Plan assumes investment and life expectancy risks.
- A Class Three member of SCRS must have at least eight years of earned service and either meet the Rule of 90 or be at least 60 years old in order to be eligible for a service retirement benefit. The Rule of 90 means the member's age and years of service add up to at least 90. If a member retires before age 65 without meeting the Rule of 90, the member receives a reduced benefit.
- A Class Three member of PORS must have at least eight years of earned service and either have at least 27 years of service credit or be at least 55 years old in order to be eligible for a service retirement benefit.
- A Class Three member of SCRS or PORS must have at least eight years of earned service in order to be eligible for disability retirement benefits, unless the disability is the result of an on-the-job injury. To be approved for disability retirement under SCRS, a member must be approved for disability benefits from the Social Security Administration; under PORS, a member must be found permanently incapacitated from the further performance of his or her job duties by the PORS Medical Board.

Incidental death benefit

- Optional incidental death benefit coverage provides beneficiaries of active members and working retirees with a payment equal to one year's earnable compensation if the member has at least one year of service on the date of death.
- If the member's death is a result of a job-related injury, the one-year requirement is waived.

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- The beneficiary of a non-working retiree may be eligible for a benefit of \$2,000, \$4,000 or \$6,000 based on the retiree's years of service.
- Optional Accidental Death Program (ADP) coverage is available for PORS members.
- ADP coverage provides a benefit for the survivor of PORS member who dies as a result of an injury sustained on the job.
- Employer decides whether to offer incidental death benefit and/or ADP coverage.
- Employer must pay for coverage.

Coverage effective date

- SCRS: effective at the beginning of a quarter.
- PORS: effective at the beginning of a quarter. PORS firefighter coverage has a July 1 effective date.
- SCRS: optional incidental death benefit has a July 1 effective date.
- PORS: optional incidental death benefit and Accidental Death Program coverage has a July 1 effective date.

FY17 membership costs

- The current employer contribution base rates are 11.41 percent for SCRS and 13.84 percent for PORS.
- To the base rate, add .15 percent (SCRS) or .20 percent (PORS) for the incidental death benefit. Add .20 percent if you are a PORS employer who opts for the ADP.
- In FY17, SCRS members contribute a tax-deferred 8.66 percent of their gross pay and PORS members contribute 9.24 percent of their gross pay.

Joining the Retirement Systems

1. Complete and submit the [Employer Eligibility and Determination Request \(Form 6500\)](#) for verification of your organization's eligibility for participation.

2. If eligible, PEBA will notify you by email. Your organization's governing body must then pass a formal resolution to participate in SCRS and/or PORS.
3. Send a copy of your resolution to PEBA along with the completed *Employer Resolution and Application (Form 6501 for participation in SCRS, and/or Form 6501P for participation in PORS)*.
4. If, as an SCRS employer, you would like to provide incidental death benefit coverage, complete and submit the [Application to Append Coverage for Incidental Death Benefit \(SCRS\) \(Form 6502\)](#).
5. If you are requesting participation in PORS and are providing incidental death benefit coverage, coverage for firefighters, and/or ADP coverage, make such indications on the [Application to Append Coverage for Incidental Death Benefit, Accidental Death Program And/Or Firefighters Coverage \(PORS\) \(Form 6502P\)](#).

New employer training

- We conduct classroom-style new employer training often. Go to our website for the schedule and registration information.
- Our employer training series is also on our website as PowerPoint presentations and Adobe Reader PDF files.
- It is important for your benefits and payroll staff to become familiar with the requirements and procedures for SCRS and for PORS.

To find out more

- Read the *Covered Employer Procedures Manual* on our website.
- Contact PEBA at 803.737.6800, 888.260.9430 or at www.peba.sc.gov/contact.
- You may also visit us at 202 Arbor Lake Drive, Columbia, SC 29223.

Forms are available on our website at www.peba.sc.gov or by reaching out to our Customer Contact Center at the numbers in the footer below.