

A. Definitions

1. Arizona State Retirement System (ASRS) is a defined benefit plan providing retirement and other benefits for employees of political subdivisions.
2. Corrections Officer Retirement Plan (CORP) is a defined benefit plan providing retirement and other benefits for specific designated positions such as Correctional Officers, Dispatchers, Probation Officers and Surveillance Officers.
3. Defined Benefit Plan is a Retirement Plan that provides a fixed, pre-established benefit for employees calculated on factors such as salary history and duration of employment.
4. Elected Officials' Retirement Plan (EORP) is a defined Benefit Plan Providing Retirement and other benefits for Elected Officials and Judges.
5. Member is an employee who is a member of ASRS, CORP, EORP, or PSPRS.
6. Normal retirement date is the date defined by statute for each State Retirement System in which a Member meets the criteria for receiving their retirement benefits.
7. Public Safety Personnel Retirement System (PSPRS) is a defined benefit plan providing retirement and other benefits for County Sheriffs and Deputies who are Certified Peace Officers and County Attorney Investigators who are Certified Peace Officers.
8. Retired Employee is an employee who indicates that their separation from county employment is due to retirement.
9. Retired Member is a member of ASRS, CORP, EORP, or PSPRS who is receiving retirement benefits from the system in which they are a member.
10. Retirement refers to an employee who retires from a State Retirement System.
11. State Retirement System consists of ASRS, CORP, EORP, or PSPRS.

B. Participation

1. Arizona State Retirement System membership is mandatory for all county employees who do not participate in an alternate State Retirement System as mandated by statute and who meet one of the following criteria:

- a. Employees who are hired to work at least twenty (20) weeks in a fiscal year and twenty (20) or more hours per week become members of the Arizona State Retirement System upon employment.
- b. If an employee is hired to work part-time, sometimes working twenty (20) or more hours in a week and sometimes working less, that employee becomes eligible at the start of the twentieth (20th) week of working twenty (20) or more hours in a fiscal year. Once an employee meets eligibility in a fiscal year, they remain eligible until the end of the fiscal year.

C. Retirement

1. An employee is eligible for retirement when they reach their normal retirement date. Each State Retirement System has different criteria for an employee's normal retirement date. It is the employee's responsibility to contact their respective State Retirement System to determine whether they meet their normal retirement date and its listed eligibility requirements.
2. An employee who is a retired member of a State Retirement System can retain employment by following the rules for return to work as provided below.
3. Retired employees can return to work as provided below.

D. Return To Work

1. Any retired employee or prospective employee who is a retired member of a State Retirement System and is hired or rehired to work in a county position, is required to notify the county of their retirement status within 15 days of hire by submitting a notification of retirement from a State Retirement System Form to Human Resources.
2. Any retired employee or prospective employee who is a retired member of a State Retirement System and is hired or rehired to work in a county position within 365 days of their retirement from a State Retirement System, is required to:
 - a. Obtain approval from the Appointing Authority, Human Resources, AND County Administration, by submitting a Notification of retirement from a State Retirement System Form, prior to their return to work.
 - b. Obtain approval from the Appointing Authority and County Administration if requesting a reduced work schedule of fewer than 40 hours per week.

- c. Submit a return to work form to their respective state retirement system, upon their return to work or at any time in which there is a change in their regular weekly work hours, as warranted by their respective State Retirement System.
 - d. Comply with the Statutes and Rules of their respective State Retirement System.
 3. Any current employee who intends to retire from a State Retirement System and not terminate their employment with the county is required to:
 - a. Obtain approval from the Appointing Authority, Human Resources, and County Administration by submitting a notification of retirement from a State Retirement System Form, prior to their retirement date.
 - b. Obtain approval from the Appointing Authority and County Administration if requesting a reduced work schedule of less than 40 hours per week.
 - c. Apply for retirement with their respective State Retirement System.
 - d. Submit a return to work form to their respective State Retirement System, upon their return to work or at any time in which there is a change in their regular weekly work hours, as warranted by their respective State Retirement System.
 - e. Comply with the Statutes and Rules of their respective State Retirement System.
 4. Specific to approvals for return to work for Deputy County Administrators, Assistant County Administrators, Department Directors, Deputy Department Directors, or Chief Deputies of Elected Offices, The County Administrator must provide notice of such approval of return to work to the Board of Supervisors.
 - a. Notice to the Board of Supervisors shall include the reasons for the personnel action, the projected length of service, and critical objectives to be achieved by the employee.
 5. Specific to the County Administrator or Clerk of The Board, the Board of Supervisors must approve at a properly noticed public meeting of the Board of Supervisors, any return to work that is a result of a retirement from ASRS.
 - a. The County Administrator or Clerk of The Board is required to provide notice to the Board of Supervisors of their intention to retire from

ASRS at least 90 days prior to the desired date of the change.

- b. Specific to the County Administrator, any approval of retirement and return to work requires a new contract.