# Rules of Retirement Systems

**Division 50—The County Employees’ Retirement Fund**

**Chapter 3—Creditable Service**

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Title 16—RETIEMENT SYSTEMS
Division 50—The County Employees’ Retirement Fund
Chapter 3—Creditable Service

16 CSR 50-3.010 Creditable Service

PURPOSE: This rule describes what constitutes creditable service under the plan, and describes how such service may be purchased.

(1) General Rule. Creditable service means a participant’s period of employment as an employee, including the participant’s prior service, except as provided in section (2). In addition, absences for sickness and injury of less than twelve (12) months shall be counted as creditable service, and any periods of service in a uniformed service (as defined in section 414(u) of the Internal Revenue Code (Code)), shall be included in creditable service to the extent required by the Uniformed Services Employment and Reemployment Rights Act of 1994. A participant (other than a part-time employee) shall receive credit for one-twelfth (1/12) of a year for each month in which the participant earns an hour of service. Elective or appointive county officials receive one (1) year of service for each year in office. A person may not earn more than one (1) year of creditable service in any plan year.

(2) Excluded Service. Unless the participant purchases such service in accordance with section (3), a participant’s creditable service shall not include:

(A) A period of employment during which the participant opted out of the plan, and any prior service excluded under the terms of the prior plan as a result of the opt-out;

(B) Prior service by a former employee, unless purchased in accordance with the terms of the prior plan or unless purchased by a special consultant as provided for in section 50.1090.2, RSMo and in 16 CSR 50-3.060;

(C) Service prior to a separation from service in a uniformed service in a plan year, his or her accrued benefit only if the participant completes eight (8) years of uninterrupted creditable service after his or her return to county employment. The written election shall include a statement indicating the portion of the excluded service he or she elects to purchase. If a participant makes a request in accordance with this section to purchase service, the board, or its designee, will calculate the cost of buying back the service including interest and penalties provided by statute. The participant shall be notified of the cost to buy back service. After receiving this notice, the participant may elect to buy back service either through a lump-sum payment at the time of the election or a payroll deduction beginning with the first pay period after the participant makes the election. The participant may request that the payroll deduction be made in equal monthly installments over a period not to exceed the period of prior service being purchased or four (4) years, whichever is shorter. If the participant elects to buy back excluded service through an installment plan of payroll deductions and either dies or separates from service prior to completing the installment plan, then the participant or his or her spouse may pay the remaining amount due under the installment plan within sixty (60) days following the participant’s death or separation from service in a manner acceptable to the board or its designee. If such payment is not made, the participant shall not receive credit towards his or her retirement benefits for any unpaid portion of the service which is the subject of the installment plan.

(B) Working Less Than One Thousand (1,000) Hours. If a part-time employee works less than one thousand (1,000) hours of service in a plan year, his or her creditable service shall be calculated by dividing the total number of hours worked by ninety-one (91) to arrive at the number of months of creditable service. This number shall be rounded to the nearest whole number of months. If a part-time employee started or terminated employment within the calendar year, he or she may not receive more months of creditable service than the actual number of months worked.


*Original authority: 50.1032, RSMo 1995.

16 CSR 50-3.020 Purchase of Prior Creditable Service

(Rescinded March 30, 2001)


16 CSR 50-3.030 Buyback of Prior Creditable Service Following Opt-Out by Member

(Rescinded March 30, 2001)


16 CSR 50-3.040 Buyback of Prior Creditable Service Earned Before Creation of Retirement System

(Rescinded March 30, 2001)


16 CSR 50-3.050 Buyback of Prior Creditable Service Following Forfeiture of Creditable Service

(Rescinded March 30, 2001)


16 CSR 50-3.060 Buyback by a Special Consultant to the Board

PURPOSE: This rule clarifies the process by which certain former county employees may purchase prior service as prior creditable service.

(1) Former county employees who were employed between January 1, 1990 and August 27, 1994, and who worked for an employer for at least eight (8) years may apply to the board to serve as a special consultant on the problems of retirement. Calculation of the amount required to purchase the prior service shall be in accordance with applicable statutes. The former employee must submit at least fifty percent (50%) of the purchase price with his or her application to serve as a special consultant. If the former employee submits less than one hundred percent (100%) of the purchase price with his or her application, then the remainder of the purchase price shall be deducted from the consultant’s retirement benefits in equal monthly installments as agreed by the board and the consultant. Such payments shall not extend over more than four (4) years.


*Original authority: 50.1032, RSMo 1995.

16 CSR 50-3.070 Refund of Buybacks

PURPOSE: This rule clarifies the process by which certain former county employees may obtain a refund of their buyback payment.

(1) Former county employees who have tendered their fifty percent (50%) buyback to the County Employees’ Retirement Fund (CERF) as provided in 16 CSR 50-3.060, but have not received a benefit, may request a refund of their buyback. To receive a refund, the former county employee must submit a written request to the plan administrator of CERF. Upon executing the refund request, the former county employee will forfeit the spousal survivorship benefit.

16 CSR 50-3.080 Changes in Buyback When a Retiree Returns to Employment with the County

(Rescinded March 30, 2001)


16 CSR 50-3.090 Early Buyback of Prior Creditable Service

(Rescinded March 30, 2001)


*Original authority: 50.1032, RSMo 1995.