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# Rules of Retirement Systems

## Division 50—The County Employees’ Retirement Fund

### Chapter 3—Creditable Service

<b>Title</b>	<b>Page</b>
<b>16 CSR 50-3.010</b> Creditable Service .....	3
<b>16 CSR 50-3.020</b> Purchase of Prior Creditable Service (Rescinded March 30, 2001) .....	3
<b>16 CSR 50-3.030</b> Buyback of Prior Creditable Service Following Opt-Out by Member (Rescinded March 30, 2001) .....	3
<b>16 CSR 50-3.040</b> Buyback of Prior Creditable Service Earned Before Creation of Retirement System (Rescinded March 30, 2001) .....	3
<b>16 CSR 50-3.050</b> Buyback of Prior Creditable Service Following Forfeiture of Creditable Service (Rescinded March 30, 2001) .....	3
<b>16 CSR 50-3.060</b> Buyback by a Special Consultant to the Board .....	4
<b>16 CSR 50-3.070</b> Refund of Buybacks .....	4
<b>16 CSR 50-3.080</b> Changes in Buyback When a Retiree Returns to Employment with the County (Rescinded March 30, 2001).....	4
<b>16 CSR 50-3.090</b> Early Buyback of Prior Creditable Service (Rescinded March 30, 2001) .....	4

**Title 16—RETIREMENT 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, if the participant was not vested at the time of the separation from service;

(D) If the participant is a part-time employee, service prior to the participant’s entry date, unless the participant purchases service (up to a maximum of one (1) year) pursuant to section (3) of this regulation;

(E) Service after a participant’s entry date, if the required contribution, determined in accordance with 16 CSR 50-2.020, is not withheld from the participant’s pay or otherwise paid by the county for any reason; or

(F) A participant’s stint in a uniformed service (within the meaning of section 414(u) of

the Code), if the participant was not a member of Local Government Employees’ Retirement System (LAGERS) before such stint.

(3) Purchase of Service. A participant described in subsections (2)(A), (2)(B), (2)(D), (2)(E) or (2)(F) may purchase his or her service excluded under such paragraphs by notifying the board, in writing, of his or her election to buy back such service within sixty (60) days following the date the employee becomes a plan participant. A participant described in subsection (2)(C) who purchases excluded service as described in the preceding sentence will become vested in 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 due 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.

(4) Part-Time Employees.

(A) Working More Than One Thousand (1,000) Hours. If a part-time employee works more than one thousand (1,000) hours of service in a plan year, he or she will receive one (1) full year (or twelve (12) months) of creditable service.

(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 next 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.

*AUTHORITY:* section 50.1032, RSMo 2000.\* Original rule filed Oct. 11, 1995, effective May 30, 1996. Rescinded and readopted: Filed Sept. 29, 2000, effective March 30, 2001. Amended: Filed Dec. 10, 2002, effective June 30, 2003.

\*Original authority: 50.1032, RSMo 1995.

**16 CSR 50-3.020 Purchase of Prior Creditable Service**  
 (Rescinded March 30, 2001)

*AUTHORITY:* section 50.1032, RSMo 1994. Original rule filed Oct. 11, 1995, effective May 30, 1996. Rescinded: Filed Sept. 29, 2000, effective March 30, 2001.

**16 CSR 50-3.030 Buyback of Prior Creditable Service Following Opt-Out by Member**  
 (Rescinded March 30, 2001)

*AUTHORITY:* section 50.1032, RSMo 1994. Original rule filed Oct. 11, 1995, effective May 30, 1996. Rescinded: Filed Sept. 29, 2000, effective March 30, 2001.

**16 CSR 50-3.040 Buyback of Prior Creditable Service Earned Before Creation of Retirement System**  
 (Rescinded March 30, 2001)

*AUTHORITY:* section 50.1032, RSMo 1994. Original rule filed Oct. 11, 1995, effective May 30, 1996. Rescinded: Filed Sept. 29, 2000, effective March 30, 2001.

**16 CSR 50-3.050 Buyback of Prior Creditable Service Following Forfeiture of Creditable Service**  
 (Rescinded March 30, 2001)

*AUTHORITY:* section 50.1032, RSMo Supp. 1997. Original rule filed Oct. 11, 1995, effective May 30, 1996. Amended: Filed



Sept. 17, 1998, effective March 30, 1999. Rescinded: Filed Sept. 29, 2000, effective 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.

*AUTHORITY:* section 50.1032, RSMo Supp. 1999.\* Original rule filed Oct. 11, 1995, effective May 30, 1996. Amended: Filed Nov. 26, 1996, effective June 30, 1997. Amended: Filed Sept. 17, 1998, effective March 30, 1999. Amended: Filed Sept. 29, 2000, effective March 30, 2001.

\*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.

(2) A former county employee who receives a refund of his or her buyback may reapply to serve as a special consultant in the future.

*AUTHORITY:* section 50.1032, RSMo Supp. 1999.\* Original rule filed Nov 26, 1996, effective June 30, 1997. Amended: Filed Sept. 17, 1998, effective March 30, 1999. Amended: Filed Sept. 29, 2000, effective March 30, 2001.

\*Original authority: 50.1032, RSMo 1995.

**16 CSR 50-3.080 Changes in Buyback When a Retiree Returns to Employment with the County**  
(Rescinded March 30, 2001)

*AUTHORITY:* section 50.1032, RSMo Supp. 1997. Original rule filed July 29, 1997, effective Jan. 30, 1998. Amended: Filed Sept. 17, 1998, effective March 30, 1999. Rescinded: Filed Sept. 29, 2000, effective March 30, 2001.

**16 CSR 50-3.090 Early Buyback of Prior Creditable Service**  
(Rescinded March 30, 2001)

*AUTHORITY:* section 50.1032, RSMo Supp. 1997. Original rule filed Sept. 17, 1998, effective March 30, 1999. Rescinded: Filed Sept. 29, 2000, effective March 30, 2001.