



## County Employees' Retirement Fund

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# Clerk Bulletin

November 2017

## Please Don't Email Personal Information

Reminder: When submitting forms to CERF, please remember that email is not secure. Don't attach forms in an email. Instead, fax to 573-761-4404, or mail to CERF, 2121 Schotthill Woods Dr., Jefferson City, MO 65101. Uploading documents to CARS, however, is secure. Forms such as driver's license and beneficiary forms should be uploaded with the enrollment form during submission. Other forms, such as the Form 2V, Form 2B, certified payroll, etc. can be uploaded in CARS using the Upload Supplemental Files option under "County Information" on the left-hand navigation section.

Thanks for helping us keep personal information confidential.

## 2018 Match Approved

At the September board meeting, the board approved the 2018 match for the CERF Savings Plan. The match remains at 50 cents on the dollar, up to the first 6% of annual gross income.

## Pre-Retirement Seminars

CERF conducted two pre-retirement seminars at its Jefferson City headquarters on Tuesday, November 14. We had a good turnout at both sessions, and received much positive feedback. CERF plans to have regional seminars throughout the state in 2018. Watch for that schedule.

## Annual 4% Election Reminder

Each county must notify CERF of its policy regarding CERF contributions for employees. Counties can opt to pay up to 4% to the CERF Pension Plan on behalf of employees. If you have not already done so, please return to us the contribution election form, which was previously sent to you on October 19. After December 1, 2017, you may not make any changes to your 2018 election.

## CERF Eligibility

Questions arise from time to time about who is eligible for CERF and who is not. So here's a brief overview.

Non-eligible positions:

**Circuit Clerks** or any **Deputy Circuit Clerks** who are members of MOSERS.

**Court Employees.** Employees who are hired, fired, or whose work and responsibilities are controlled by a Circuit Judge or Associate Circuit Judge.

**Election Employees.** Directors and employees of independent election boards.

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**Extension Employees.** Missouri law states that extension employees are employed by the University, which is a political subdivision of the State of Missouri. State employees are not eligible.

**Juvenile Employees.** Missouri courts have consistently ruled that Juvenile employees are employees of the Circuit Court. Additionally, HB 971, effective August 28, 1998, states that Juvenile employees are not eligible for CERF.

**Nurses/County Health.** Employees of a health unit established pursuant to Chapter 205, RSMo. However, nurses who are controlled by the County Commission are eligible.

**Prosecuting Attorneys.** Elected Prosecuting Attorneys are not eligible because they are members of a separate retirement system. However, other employees of the Prosecuting Attorney's office are eligible.

**Sheriff.** Elected sheriffs are not eligible because they are members of a separate retirement system. However, other employees of the Sheriff's department are eligible.

**911/Emergency Management.** 911 and Emergency Management employees who are controlled by an independent board. However, 911 and Emergency Management employees who are hired and/or fired directly by the County Commission are eligible.