



County Employees' Retirement Fund

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Clerk Bulletin

May 2024

Job Title Changes

If an employee's job title changes, please submit a change form through CARS. It's important we keep job titles current. We appreciate your help in maintaining these records.

Forms Reminder

When participants terminate their employment with the county, please submit the appropriate forms in a timely manner.

Form 2N (for non-vested participants) and Form 2V (for vested participants who are future retirees and not commencing the pension benefit) should be submitted within 15 days of termination.

Beneficiary Forms Consolidated

CERF combined both death benefit forms into one document. Form 1A is the \$10,000 death benefit, which applies to all active CERF members. Form 8 is the unmarried vested death benefit, refunding all contributions in the event an unmarried, active member dies with at least eight (8) continuous years of service.

If members want the same beneficiaries for both forms, they can check the box on page 2, which saves them from having to enter their beneficiaries' information twice. Page 2 also serves as the signature page. As a reminder, our system will not accept a beneficiary without the full SSN, complete DOB and mailing address. The combined form allows for two primary beneficiaries and three contingent beneficiaries. Use additional forms to list additional beneficiaries. Do not submit incomplete forms.

When submitting forms to CERF, please use the most up-to-date forms. Instead of keeping hard copies of forms, it is best to download forms from our [website, CERF Participant Forms \(mocerf.org\)](http://www.mocerf.org), to ensure that you have the current version.

Medical Leave

Your county must have a written medical leave policy stating the number of months allowed for CERF to honor that as a service credit for a period of up to 12 months. If your county simply follows the Family Medical Leave Act of 1993 (12 weeks), a written statement to that effect must be included in your county personnel handbook.

If an employee will continue to receive pay while on medical leave, it isn't necessary to enter the leave of absence form in CARS.

2024 Pre-Retirement Seminar

CERF and Empower will host a Pre-Retirement Webinar on June 25th from 9:00 – 11:00 a.m.

Empower will distribute registration information to counties prior to the webinar.

Members who are two to three years from retirement may want to attend. The webinar covers the basics of the CERF Pension and the CERF Savings Plans.

2024 Benefits Overview Seminar

CERF and Empower will host a Benefits Overview Webinar on May 29th from 9:00 – 10:00 a.m.

Empower will distribute registration information to counties prior to the webinar.

New employees or current participants who would like to learn more about CERF are encouraged to attend. The webinar covers the basics of the CERF Pension and the CERF Savings Plans.