



County Employees' Retirement Fund

2121 Schotthill Woods Drive

Jefferson City, MO 65101

Phone: (877) 632-2373

Fax: (573) 761-4404

Web Site: www.mocerf.org

Clerk Bulletin

March 2025

County Clerk Handbook

The County Clerk Handbook has been updated and can be found on the CERF website under the Employer tab.

Position Changes

Please remember to update job title changes in CARS. After entering the employee's SSN, you will select Employment Information from the drop-down box. This information is especially important if an employee becomes an elected official, or if an elected official assumes a different office. Please be sure to notice the field called "Elected", and select yes or no.

COLA Approved

The CERF Board of Directors has approved the 2025 Cost of Living Adjustment (COLA). Retirees who have been receiving a CERF pension for at least one year will see a 1% increase in their benefits, beginning July 1, 2025.

2025 Match Approved

The CERF Board met and set the DC matching contribution for calendar year 2025 at 50 cents for each dollar that is contributed to the 457 plan up to the first 4% of gross pay. This is the same match amount as 2024. This match will be paid to eligible members in March 2026.

Submitting Beneficiary Forms

When enrolling new employees, please submit the enrollment forms as soon as possible. It is not necessary to wait for beneficiary forms. If an employee cannot provide complete beneficiary information, we prefer that you hold the incomplete form. Our system cannot process beneficiary forms without information such as SSNs or DOBs.

2025 Pre-Retirement Seminar

CERF and Empower will host a Pre-Retirement Webinar on May 14th at 10:00 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.

2025 Benefits Overview Seminar

CERF and Empower will host a Benefits Overview Webinar on April 16th at 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.

Hire Dates

If an employee terminates and is rehired after more than a 30-day break in service, the payroll report should list the rehire date as the date of hire.

If an employee is hired part-time (not CERF eligible) and later becomes full-time, list the original part-time hire date as the employee's hire date and the full-time date as the CERF eligibility date. In addition, the payroll report should list the part-time hire date as the date of hire.

Part-Time Employees

As a reminder, part-time employees who are budgeted to work fewer than 1,000 hours during a calendar year are not enrolled in CERF at the time of hire. However, if they reach 1,000 hours on or before June 30, they are to be enrolled in CERF on July 1 of the current year. If they reach 1,000 hours after June 30, they are to be enrolled on January 1 of the following year.

A retiree must have a 30-day break in service before returning to work for a county. If the retiree returns to work in a part-time position and reaches 1,000 hours, please notify CERF as soon as possible. If a retiree reaches 1,000 hours worked, the current pension must be suspended immediately, and they need to be enrolled in CERF the month following that in which they reached 1,000 hours.

Selecting Employment Status in CARS

When enrolling new members, please choose from the following options in the CARS County Portal:

- If a member will work greater than 1,000 hours, select "Full time greater than 1,000 hours"
- If a member reached 1,000 hours and therefore must be enrolled but will not work 1,000 hours each year following enrollment, select "Part-time less than 1,000 hours". This option should only be chosen if a member has already reached 1,000 hours. It should not be applied to new hires.
- If a member will work only seasonal employment, select "Seasonal"

CERF Honored for Financial Report

The Government Finance Officers Association of the United States and Canada has awarded CERF the Certificate of Achievement for Excellence in Financial Reporting. The award, the highest form of recognition in the area of governmental accounting and financial reporting, is for CERF's annual comprehensive financial report.