



## Human Resources Benefits and You

### Oklahoma Law Enforcement Retirement System (OLERS)

CLEET certified police officers participate in the *Oklahoma Law Enforcement Retirement System* (OLERS) instead of the *Oklahoma Teachers' Retirement System* (OTRS) or the *Alternate Retirement Plan* (ARP). OLERS is a defined benefit plan in which years of service in the plan and final average salary determine the retirement benefit. Retirement benefits are based on 2.5% of the final average salary times years of credited service. Final average salary is computed as the 30 highest consecutive months of pay. You will be eligible for OLERS retirement

benefits after completing 20 years of vested service or attaining age 62 with ten years of vested service. Members contribute 8% of base pay and OSU contributes 10%. No contributions are made on overtime pay. All OSU police officers are required to join OLERS as soon as they are CLEET certified. Both CLEET certification and membership in OLERS are requirements for continued employment as an OSU police officer.

When you are offered a position as an OSU police officer, you will be required to complete the OLERS enrollment information, including the physical examination. **The job offer is contingent upon being accepted for membership into OLERS (examining physician and the OLERS reviewing physician and being approved by the OLERS Board).** In order to expedite the process, your department will notify OSU Benefits of your pending employment by email. The completed paperwork should be sent to University Human Resources/Benefits within the first month of hire, and preferably prior to beginning employment. OSU Benefits will complete additional information and forward the documents to OLERS.

The OLERS Board will review the enrollment information and declare if you are accepted as a new member, request more information or deny membership. If OLERS denies your membership, employment will be terminated.

Your Employment Personnel Action Form (EPAF) will indicate one of the following statements in the REMARKS section.

- *CLEET certified at time of hire;*
- *CLEET certification in process.*

Contributions will start based on whether you are CLEET certified. If you are CLEET certified, contributions begin effective the first of the month following the day of hire. If you are starting CLEET certification process, contributions begin effective with pay the 1<sup>st</sup> of the month following CLEET certification. Contributions will begin as stated once OSU Benefits receives notification from OLERS of your approval by the Board.

A copy of your CLEET certificate needs to be sent to OSU Benefits as soon as it is received by the Police Department. The new CLEET EPAF should state in the remarks area the date of CLEET graduation/certification. This will be a timely way of alerting OLERS to the pay/title change of the officer. The Police Department will notify OSU Benefits of any change of title, pay rate or any other status change of any officer enrolled in OLERS. OSU Benefits will communicate all changes to OLERS.

You may obtain an *OLERS Member Handbook* at <https://www.olders.state.ok.us/>. If you leave an OLERS mandated position, you may elect to withdraw your member contributions (8% of pay), or work a direct rollover. The employer contributions (10% of pay) remain with OLERS. You should contact OLERS and

discuss all of your options prior to any withdrawal. If you are vested in OLEERS (10 years of membership), you should carefully consider the consequences of losing your vested benefits status.

Contributions to OLEERS cease during military leave without pay and resume upon return to active employment with OSU. Upon your return, OSU will pay in to OLEERS the 10% employer share based upon your pay prior to military leave plus any pay adjustments during your leave. OLEERS does not require that you pay your 8% contributions and will give you full service credit for your military leave time. OSU will work with OLEERS to make-up contributions upon your return to OSU employment. For more detailed information regarding OLEERS policy and plan provisions, please contact OLEERS toll-free at 1-877-213-0856.

*OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.*