

EMPLOYER REMINDER

Information and tips to aid administrators in standard IMRF procedures.

ROUTE TO:

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|---|---|
| <input type="checkbox"/> Director | <input type="checkbox"/> Personnel/HR |
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Recertification of elected positions, certification of appointed positions

IMRF participation is limited to employees and officials whose positions require at least 600 (or 1,000, if applicable) hours of actual work in a 12-month period. In response to two recently adopted IMRF Board Resolutions—[Board Resolution 2017-02-13](#) (effective February 13, 2017) and [Board Resolution 2017-05-10](#) (effective May 10, 2017)—employers are reminded to assess if they are required to recertify elected positions and certify appointed governing body positions.

Once these positions are determined to be eligible for IMRF participation, your employer's governing body must adopt a resolution affirming the position's hours **before September 1, 2017**, and file it with IMRF. If the position does not meet the required hours, the official may not participate in IMRF.

Recertifying elected positions

All governing bodies of units of government with elected positions participating in IMRF are required to pass new resolutions re-affirming that the positions meet the hourly standard (600 or 1,000 hours per year) and the person in that position is eligible for IMRF participation. Positions should be thoroughly evaluated prior to passage of the resolution in order to make a fact-based determination regarding whether the position meets the minimum number of hours necessary for IMRF participation.

Regardless of the date of any existing IMRF resolution certifying eligibility of elected officials, a recertifying resolution must be passed by the employer's governing body **before September 1, 2017**. The governing body may use [IMRF Form 6.64, "A Resolution Relating to Participation by Elected Officials in The Illinois Municipal Retirement Fund,"](#) or draft and adopt its own resolution that is consistent with the form. This resolution must be recertified and filed every two years.

Certifying appointed positions

To ensure correct enrollment of appointed board members in IMRF, [Board Resolution 2017-05-10](#) requires governing bodies to pass a resolution affirming that those members, if they are to be eligible for IMRF participation, are required to work the hourly standard (600 or 1,000 hours per year). Positions should be thoroughly evaluated prior to passage of the resolution in order to make a fact-based determination regarding whether the position meets the minimum number of hours necessary for IMRF participation.

To comply, appointed governing bodies whose members participate in IMRF must adopt a resolution affirming the position's hours **before September 1, 2017**. The governing body may use [IMRF Form 6.64-A, "A Resolution Relating to Participation by An Appointed Governing Body in The Illinois Municipal Retirement Fund,"](#) or draft and adopt its own resolution that is consistent with the form. This resolution must be recertified and filed every two years.

To learn more...

Authorized Agents may contact IMRF's General Counsel, Kathy O'Brien, at 630-368-5352 with questions.

Visit www.imrf.org for publications, forms, booklets, legislative updates, video tutorials, and Employer Access login.

Main Office: 2211 York Rd., Ste. 500, Oak Brook, IL 60523-2337

Member-only Phone Number: 1-800-ASK-IMRF (275-4673) *Monday - Friday, 7:30 AM—5:30 PM (CST)*

Employer-only Phone Number: 1-800-728-7971

