

If you worked in a position that qualified for IMRF participation, but your employer did not enroll you in IMRF, you have Omitted service credit.

An **IMRF-qualified position** is a position which is expected to require 600 or 1,000 hours (whichever is applicable to that employer) or more over a 12-month period. The 12 months can be any 12 consecutive months and not just a calendar year (January through December).

Do not apply for Omitted service credit if you are now working in a position that qualifies for IMRF participation and you wish to buy service you earned while working in a position that did not qualify for IMRF participation. For example,

- If your position did not qualify for IMRF, but was later reclassified and now qualifies for IMRF, you cannot go back and purchase service credit for those months/years it did not qualify.
- If you previously worked in a position that did not qualify for IMRF, but you changed positions and now participate in IMRF, you cannot go back and purchase service credit for the non-qualifying position.
- If you previously worked in a position with an IMRF employer that was **correctly** classified as a non-IMRF position, your employer should not go back and reclassify the position.

Eligibility requirements

- Your application must be received by IMRF while you are currently participating in IMRF or another Illinois reciprocal retirement system.

AND

- Your omitted service was earned while you worked in an IMRF-qualifying position after the date the employer joined IMRF.

AND

- Your employer did not previously report the qualifying service credit to IMRF. Your earnings for this period may or may not have been reported to Social Security.

Understanding IMRF-Qualified Positions and the Hourly Standard

You are **required** to participate in IMRF if you work in an IMRF-qualified position. An IMRF-qualified position is one that will equal or exceed your employer's annual hourly standard. This standard is either 600 or 1,000 hours.

All school and special education districts are under an annual hourly standard of 600 hours.

All other IMRF employers have the option of choosing an annual hourly standard of either 600 or 1,000 hours a year. If your employer decides to change its hourly standard from 600 to 1,000 hours a year, only employees hired after that time would be under the 1,000-hour standard.

"Full time" and "part time" do not mean anything in relation to the hourly standard. If the hours you work in a year are expected to meet or exceed your employer's chosen hourly standard (either 600 or 1,000 hours a year) you must participate in IMRF, regardless of full time or part time designation.

Your position is considered for participation in IMRF based on its **expected** hourly requirement. The actual hours you work may be more or less than the hours your position is expected to work.

Omitted Service Credit

Special considerations for seasonal employees

Some members who work in seasonal positions have the choice of being paid over 12 months or being paid only during the months they work. For example, some school districts allow an employee to choose to be paid over 12 months (including summer months) or over the nine months school is in session.

If you worked in a seasonal position and the only time omitted from your IMRF service credit were your “off months,” it is not considered Omitted service credit. Contact your employer directly so it may file an adjustment for those months.

If you worked in a seasonal position and wish to purchase Omitted service credit for months you worked as well as for months you did not receive earnings (your “off season” months), you may receive service credit for those “off season” months without earnings if:

- You worked the required number of months for your seasonal position during the year.

AND

- You had earnings reported for all non-seasonal months during a 12-month period.

AND

- You continued to be employed by your employer during your seasonal leave period (“off season” months) and you returned to work (received earnings) after the leave period.

If you did not return to work (receive earnings) after the seasonal leave period, your employer must explain why and IMRF will determine whether the service should be granted.

Special considerations for elected officials or city hospital employees

Elected officials and city hospital workers have the *option* to participate in IMRF if their positions qualify. For this reason, if you are an elected official or city hospital employee and wish to purchase omitted service credit, you may do so only under the following circumstance:

- The omitted service must have been earned after you signed IMRF Form 6.21, “Election to Participate.” If the omitted service was earned before you signed Form 6.21, it is considered Retroactive service credit.

What you must do

You must complete and sign the top half of IMRF Form 6.05, “Omitted Service Credit Verification,” and then give the form to the employer that did not enroll you in IMRF for wage and service certification.

What your employer must do

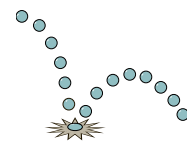
The employer’s Authorized Agent must complete the bottom section of IMRF Form 6.05, “Omitted Service Credit Verification,” and submit the form to IMRF.

The employer *must* submit an omitted service application if it finds that you were omitted from IMRF coverage in error.

The Illinois Pension Code does not allow employers to not enroll a new employee in IMRF because of a probationary work period. Enrollment in IMRF is ***required*** starting with the date you begin your IMRF-qualified position, regardless of your employer’s policies.

If your employer did not enroll you in IMRF immediately because it declared your position probationary, the service you earned before you were enrolled in IMRF would be considered Omitted service credit and you could be eligible to purchase that time.

All omitted service applications must be signed by the Authorized Agent of the employer that omitted the coverage period. The employer’s cost for the service should not be a factor in determining eligibility for Omitted service.



Omitted Service Credit

The amount of Omitted service you may purchase is limited only by the period of time your position qualified for IMRF participation but your employer did not report you.

Example: You worked for three years in a qualifying position but your employer reported only six months. You can purchase up to two years and six months of service under Omitted service credit.

Purchasing any amount of service is optional to you. You may purchase all, none, or a portion of your Omitted service credit; however, you cannot choose the specific months of service.

You purchase Omitted service beginning with your most recent month of service. For example, if you have Omitted service for the months of October, November, and December 2000 and January and February 2001, you would purchase February 2001, then January 2001, then December 2000, etc.

How costs are calculated

Your cost is calculated using your actual earnings during your omitted period and the member contribution rate(s) in effect during that time (the current Regular IMRF Plan contribution rate of 4.5% has been in effect since January 1, 1973).

Example: Your employer omitted six months of service, from January 1995 through June 1995, and it is now June 2008. During 1995, you were paid \$1,000 a month and you would have participated in the Regular IMRF plan.

Total Omitted Salary: $\$1,000 \times 6 \text{ months} = \$6,000$

Total Omitted Contributions: $\$6,000 \times 4.5\% = \270

Employer contribution costs are paid through future employer contribution rates.