

# 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       |
| <input type="checkbox"/> Manager            | <input type="checkbox"/> Data Processing    |
| <input type="checkbox"/> Department Head(s) | <input type="checkbox"/> Payroll Dept.      |
| <input type="checkbox"/> Authorized Agent   | <input type="checkbox"/> Accounting/Finance |
| <input type="checkbox"/> Assistant to AA    | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Web Assistant      |   |

## Evaluate positions yearly for IMRF participation

Because work duties may change over time, it is an Authorized Agent's responsibility to ensure there is an annual review of *all* employer positions for IMRF participation. This is a very significant responsibility that should never be neglected.

### Best practices

Changes in work responsibilities and hours often affect whether positions qualify for IMRF. Every year, Authorized Agents should ensure a review is conducted and determine whether positions:

- Continue to meet or exceed the employer's hourly standard for IMRF participation.
- Require *fewer* hours and ***no longer meet*** the employer's hourly standard for IMRF participation.
- Require *more* hours and ***currently meet*** the employer's hourly standard for IMRF participation.

### Expected versus actual hours

If a person is employed in a qualifying position, the Authorized Agent must enroll that person in IMRF. To qualify for IMRF participation, a position must require at least 600 or 1,000 hours (depending on the employer's hourly standard) over the next 12 months. To determine this, measure the expected hours the position requires against the employer's hourly standard; the actual hours worked may be more or less. While conducting this measurement:

- Pay attention to part-time, temporary, and seasonal employees since their hours can change quickly.
- Be mindful of those who have more than one position with the same employer. When determining IMRF participation, these employees' hours are combined; these combined hours may qualify the employee for IMRF participation, although the individual positions do not qualify.
- School districts should pay particular attention to employees who assume additional duties following a Reduction in Force.
- Positions with actual hours that continually exceed the hourly standard may indicate that the expected hours need revision.

### Steps to reclassify

If an Authorized Agent discovers a position that may require reclassification, they should:

1. Determine if the position will continue to require the newly increased (or decreased) number of hours.
2. Log in to [Employer Access](#) to complete and submit either an enrollment or termination notice to IMRF if the change is permanent.

### To learn more...

To help in evaluating positions, Authorized Agents may download and complete the "[Should this employee be enrolled in IMRF?](#)" checklist, available online at [www.imrf.org](http://www.imrf.org). Keep the checklist in the employee's file for reference. Also, review [Section 3.65A](#) of IMRF's *Manual for Authorized Agents* for additional information.

Authorized Agents may also contact IMRF using the *exclusive employer-only phone*, 1-800-728-7971 with questions.

Visit [www.imrf.org](http://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

