

REMINDER

A monthly guide about IMRF topics of interest.

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Evaluate positions yearly for IMRF participation

Since work responsibilities aren't static and 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 the employer's positions:

- Continue to meet/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 ***now meet*** the employer's hourly standard for IMRF participation.

Expected vs. actual hours

To qualify for IMRF participation, a position must require at least 600 or 1,000 hours over the next 12 months, depending on the employer's hourly standard. To determine this, measure the hours the position is expected to require against your employer's hourly standard. The actual hours worked may be more or less. When conducting this measurement:

- Pay attention to part-time, temporary, and seasonal employees. Their responsibilities can quickly change.
- Be mindful of those who work more than one position for the employer. When determining IMRF participation, their hours are combined and these combined hours may qualify for IMRF participation.
- School districts should look closely at employees who assume additional duties following a Reduction in Force.

Steps to reclassify

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

- Determine whether the position will continue to require the newly increased (or decreased) number of hours.
- Submit either an enrollment or termination notice via [Employer Access](#) if the change will continue.

Typically, there is no need to reclassify a position retroactively (i.e., backdate an employee's enrollment or termination).

To learn more...

To help evaluate positions, Authorized Agents may download and complete the "[Should this employee be enrolled in IMRF?](#)" [checklist](#), available in the "Employers" section of www.imrf.org. Upon completion, keep the checklist in the employee's file for reference. Additional information to help Authorized Agents evaluate positions is available in Section 3, [Part I](#), [Part II](#), and [Part III](#) of the Manual for Authorized Agents.

Employer Access, current forms, booklets, legislative information, and more is available at www.imrf.org.

Mailing address: 2211 York Road, Suite 500, Oak Brook, IL 60523-2337

Member-only Phone Number: 1-800-ASK-IMRF (275-4673)

Employer-only Phone Number: 1-800-728-7971 *Monday - Friday, 7:30 AM - 5:30 PM (CST)*

