

Phased-Retirement Option (PRO) Agreement
City of Saint Paul Supplemental Information
Acceptance of Terms & Conditions

Retiree/Temporary Employee Name: _____

Job Title: _____

Date: _____

Dates of PRO Employment (limited to a one-year period): _____

As part of the City's agreement to allow you to participate in the Phased-Retirement Option (PRO) available through the Public Employees Retirement Association (PERA), you are provided with this additional information regarding your benefits and other terms and conditions of employment. This information applies only to you and to your position with the City of Saint Paul. It may constitute a departure from "normal" City policies and procedures, but it does not set any precedents or change existing City policies. It is only being offered because of your participation in the PRO program.

Phased Retirement Option (PRO)

As an employee participating in the PERA PRO with the City of Saint Paul you will be subject to the following requirements:

- a) You must be a PERA Coordinated or Basic member and meet all requirements for a PERA pension.
- b) You must be at least 62 years of age.
- c) You must have worked at least half time in a PERA-covered position for a minimum of five years immediately prior to beginning Phased Retirement.
- d) You must not be eligible for the State Employee Post-retirement Option program (for PERA members who are State employees.)
- e) You must agree to substantially reduce the hours you work – no more than 1044 per year, and no more than 20 per week.
- f) In coordination with the City of Saint Paul, you must file a *Phased Retirement Agreement* form with PERA as well as any other required forms*.
- g) The initial offer from the City of Saint Paul to you cannot exceed one year, but can be renewed for periods of up to a year for a total of five years. A PRO agreement can be terminated by you or the City of Saint Paul at any time.

- h) The City of Saint Paul is under no obligation to renew the PRO agreement. If the agreement is terminated or not renewed, you are not eligible to return to employment status except through normal PERA and City of Saint Paul rules.
- i) As an employee covered by a PRO Agreement with the City of Saint Paul you are
 - a) not eligible for City benefits other than retiree coverage for which you may qualify, and applicable temporary employee benefits under the labor contract for which you may qualify
 - b) not eligible to participate in City sponsored optional coverages
 - c) not eligible for the City contribution to deferred compensation
- j) You will be treated as a temporary employee and consequently will not be counted against the department's FTE count; however your department must remain within its authorized budget
- k) You will sign the Temporary Employee Permit

I acknowledge and accept the terms and conditions listed above governing the PRO Agreement I am entering into with the City of Saint Paul:

Employee Printed Name

Department Director Approval

Employee's Signature

HR Director Approval

If you have questions regarding the Phased Retirement Option Agreement, please contact Pat Bailey in the Human Resources Department at 651-266-8892.

*Required forms in addition to this document:

- 1) [PERA Phased Retirement Agreement Form](#) (submit to PERA & the City of Saint Paul.)
(Note: This form must be submitted to PERA annually if you renew your PRO beyond one year.)
- 2) City of Saint Paul [Separation of Employment Form](#)