

## The City University of New York Information Regarding Pension System Membership

### **I. Full-Time Instructional Staff (Including Higher Education Officers, Teaching Faculty, Librarians, Registrar Series Employees, Counselors, Executive Compensation Program and Substitute titles):**

All full-time Instructional Staff are eligible for membership in either the Optional Retirement Program (ORP), which refers to membership in TIAA-CREF and the Alternate Funding Vehicles after vesting, or the Teachers' Retirement System of the City of New York (TRS). In some cases, an employee who is already a member of the New York City Employees' Retirement System (NYCERS) and who is appointed to a full-time Instructional Staff position may retain membership in NYCERS as a "Transferred Contributor", thereby revoking his/her rights to join any other public pension plan in the future. Regardless of choice, pension membership, with the exception of Substitutes or Visiting Professor titles, is mandatory for all full-time Instructional Staff. **Substitutes can join the ORP or TRS** (unless they are Transferred Contributors of another public pension).

New Instructional Staff who are NYCERS members on a leave of absence from a civil service position must make an election to remain in NYCERS until they have relinquished their leave. The employee has thirty (30) days to: 1) elect to remain in NYCERS as a "Transferred Contributor" and must resign the underlying title; 2) transfer to TRS with no need to resign the underlying title; or 3) elect membership in the ORP with no need to resign the underlying title.

- 1) **Remain a NYCERS member**, you must resign your NYCERS-eligible position and complete a Transferred Contributor Affidavit (download from [www.nycers.org](http://www.nycers.org)). You must notify your Human Resource officer of your resignation in writing then send the affidavit, along with proof of resignation to your Benefits Officer. They will send verification of your resignation along with other documents to NYCERS. **Choosing "Transferred Contributor" status means that you will be renouncing any present or prospective benefit from any other New York City public employee retirement system.**
- 2) **Join TRS and then transfer your NYCERS membership**, complete a TRS membership application (download from [www.trsnyc.org](http://www.trsnyc.org)) and submit it to TRS. To transfer your NYCERS membership, complete NYCERS' Transfer Form #321 (download from [www.nycers.org](http://www.nycers.org)) and submit it to your Benefits Officer. **Please be advised that you are not required to resign your NYCERS eligible position if you choose this option.**
- 3) **Join ORP**, if you choose TIAA-CREF and are transferring from a NYCERS eligible title, there is no need to resign your underlying position.

Any member of NYCERS as long as they resign from NYCERS, who is eligible to elect membership in the ORP, may be able to retain rights to a NYCERS retirement benefit, even if normal vesting time frames have not been met, provided contributions to the pension system are not withdrawn.

By law, Instructional Staff participating in the ORP who are reclassified must remain a member of the TIAA-CREF pension system, unless there is a break in service. However, Instructional Staff enrolled in the ORP who transfer from full-time status to part-time status must remain in the ORP.

**II. Full-Time Classified Staff:**

All full-time Classified Staff are required to join the New York City Employees' Retirement System six months after gaining permanent status .(Those in provisional status may elect to join earlier) .Classified Managerial are also given the opportunity to join the ORP upon appointment to their position pursuant to the rules cited in section I.

My signature below indicates that I have read the information above and have consulted with my College Human Resources Office regarding any questions concerning my pension system options and rights.

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Signature	Name (print)	Date	HR Office Verification
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*The information provided within this document is based upon currently available information and should not be considered the sole source of information regarding pension membership. In all cases, the provisions of governing laws, rules and regulations prevail.*

# The City University of New York

## RETIREMENT PROGRAM ELECTION FORM For Full-Time Staff / Civil Service Managers

This form is to be used for eligible employees of CUNY who are appointed, promoted, transferred or re-classified to an eligible Full-time Staff / Classified Managerial position. For those electing the Optional Retirement Program (ORP), this election form must be accompanied by proof of online enrollment with TIAA-CREF. **New employees who do not complete the election process within the statutory time frame noted in the attached information sheet are by law forced into membership with TRS or, if Classified Managerial, into NYCERS.**

### **Section 1: Personal Information**

Name: \_\_\_\_\_ Last four digits of Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

College: \_\_\_\_\_ Job Title: \_\_\_\_\_ Pension Member # (if any): \_\_\_\_\_

### **Section 2: Election of Retirement Program**

Having received written notification of my retirement system options and having satisfied myself as to the desired retirement system available to me by or pursuant to law in connection with my employment by the City University of New York, I hereby make the following election in regard to my participation in the retirement system as specified below: (check one only)

1) \_\_\_\_\_ **The Optional Retirement Program (ORP) – For Instructional Staff Only (must enroll online).**

I have attached the TIAA-CREF Retirement Annuity Application.

- a) *Visiting Professors- Have the option to join TIAA-CREF if they work at least 50% of a full-time schedule and have a pre-existing vested open account with the TIAA/CREF retirement system.*
- b) *Substitute Titles –Have the option to join TIAA-CREF.*

2) \_\_\_\_\_ **Teachers' Retirement System of The City of New York – For Instructional Staff Only**

- a) *Visiting Professors or Substitute Titles–Have the option to join TRS as of January 2004.*
- b) *Non-Teaching Adjuncts – Have the option to join TRS as of February 2002.*
- c) *If already a member of TRS as a “Transferred Contributor” through a former position in public service, you may elect to remain in TRS.\**
- d) *Visiting Professors can join TRS, if they have a current account open with TRS.*

3) \_\_\_\_\_ **The New York City Employees' Retirement System – Classified Managerial Only**

- a) *If already a member of the NYCERS as a “Transferred Contributor” through a former position in public service, you may elect to remain in NYCERS.\**

4) \_\_\_\_\_ **The Board of Education Retirement System\*** (for current members only);

- 5) \_\_\_\_\_ I have been appointed to a **Substitute or Visiting** Professor title and opt not to join the ORP or TRS; therefore, I choose not to be a member of a pension system at this time.

Signature

Name (Print)

Date

HR Office Verification

**\*Those participating as Transferred Contributors please check here \_\_\_\_\_**