

INTER-DEPARTMENTAL MEMORANDUM
Bureau of Human Resources

November 14, 1994

HUMAN RESOURCES MEMORANDUM 12 -94

TO: Agency/Department Heads, Personnel Managers, Directors of
Administrative Services

SUBJECT: Revision to PER 117 8/94, Retirement Plan and Benefit Options
Form

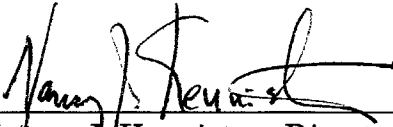
A correction to **Note 3** of PER 117 8/94 has been made to clarify that confidential employees in the categories covered by this form have the right to join or to withdraw from the Maine State Retirement System at any time during their appointment.

Covered employees who join the Maine State Retirement System at time of appointment may later withdraw membership and join an alternative plan (Social Security or Deferred Compensation at 7.5% of salary) and covered employees who join an alternative plan at time of appointment may later withdraw from this alternative plan to join the Maine State Retirement System.

Please note that this is not a change to policy. This provision was explained by Human Resource Memorandum 7-94, but a mistake was made in stating this provision in **Note 3** of the PER 117 8/94 form.

The change to **Note 3** is the only change that has been made to PER 117 8/94.

Please replace the PER 117 8/94 form issued on August 25, 1994 with the PER 117 8/94 REV 11/94 form that is provided with this memorandum.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES**

**RETIREMENT PLAN AND BENEFIT OPTIONS
FOR ELIGIBLE EMPLOYEES HIRED ON OR AFTER AUGUST 25, 1994**

Name	Social Security #
Department	Class Title

Eligible Employees: Unless otherwise provided by law, the options offered below are available to unclassified confidential employees of the Executive Branch who:

- (a) Are elected or appointed for a fixed term; or
- (b) Are appointed to "serve at the pleasure of" the appointing authority.

Note 1: In accordance with Civil Service Law, an employee in an unclassified confidential position may be terminated without the need for just cause and is deemed to "serve at the pleasure of" the appointing authority **unless the departmental statute for that position overrides the Civil Service Law by providing termination for cause protection.**

Note 2: Constitutional Officer positions must be paid the 5% salary premium by law.

Note 3: Membership in the Maine State Retirement System (MSRS) is optional for employees in these categories. Thus, they may at any time cancel membership in an alternative retirement plan to join the MSRS or withdraw from the MSRS to join an alternative plan. They may **not**, however, change from one alternative plan to another.

Note 4: For more information, see Human Resources Memorandum 7-94.

I understand that I must elect one of the following retirement plan and benefit options at the time of appointment and that the benefit option of 5% salary premium or partial state-paid retirement that is elected must remain in effect for the duration of my appointment, regardless of any subsequent change to my retirement plan (see Note 3).

- To join the Maine State Retirement System (MSRS) and to be paid from the standard salary schedule for my classification, and to have the State pay a portion of my contribution to the MSRS (currently that portion paid is 6.5% of 7.65%).
- To join the Maine State Retirement System (MSRS) and to be paid a 5% salary premium for my classification, and to pay my own contribution to the MSRS (currently 7.65%).
- To not join the Maine State Retirement System, to be paid a 5% salary premium for my classification, and to join the Social Security System.
- To not join the Maine State Retirement System, to be paid a 5% salary premium for my classification, and to contribute at least 7.5% of my salary to one of the State's Deferred Compensation Plans.

Signature	Date
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A copy of this form must be provided to: the employee; the Bureau of Human Resources; the MSRS; and the Bureau of Accounts & Control.