

PART-TIME EMPLOYEE BENEFITS INFORMATION SHEET

The purpose of this Information Sheet is to help inform part-time employees (who are LACERS Members) of how LACERS' benefits apply to them, including some areas where the benefits differ slightly from those of full-time employees.

- *As a part-time employee, how do I become a LACERS Member?*
Generally, you become a LACERS Member on the date that LACERS receives certification from your employing department that your employment must be continuous, at least half time, and last at least one year.
- *Why is my date of LACERS membership important?*
Your date of membership is important for several reasons because it determines:
 - The date on which you are eligible to participate in LACERS' Family Death Benefit Insurance Plan;
 - When you can begin to receive your retirement allowance (if you leave City service before qualifying for retirement); and
 - How you qualify for a retiree health subsidy.
- *What are the basic provisions of LACERS plan that are especially important for me as a part-time employee to understand?*
It is important to understand the difference between "Service" and "Service Credit" because they impact the availability and amount of many benefits, including your retirement eligibility, retirement allowance, and retiree health subsidy.

Service is those periods during which you received compensation from the City and made contributions to LACERS, regardless of how many hours you work. (It can also include periods when you received Workers' Compensation temporary disability payments, assuming you choose to purchase those periods.) Example: You worked for the City exactly 20 hours per week for 10 years. Because you received compensation and made contributions to LACERS every pay period for 10 years, you would have 10 years of Service.

Service Credit is used in the calculation of your monthly retirement allowance and is determined by the hours you worked for the City, as well as any time you may have bought back. Example: You worked for the City exactly 20 hours per week for 10 years. Because you worked half time, your Service Credit will be half of the total time you worked, or 5 years.

You can increase your Service and Service Credit by applying and paying for:

- Back Contributions – periods of City employment before you were a LACERS Member;
- Re-deposits – periods of time when you were a LACERS Member, but withdrew your contributions; and/or
- Government Service Buyback – periods of time you worked with another governmental entity or were on maternity leave.

Back Contributions and Re-deposits can also change your date of LACERS membership. Public Service Buybacks for periods of leave other than maternity leave can increase your Service Credit, but not your Service. Please see the Information Sheets relating to each of these types of purchases for details.

- *How do I determine my retirement eligibility?*

As an active part-time employee, you have to meet the same retirement eligibility criteria as full-time employees. For example, one way you can qualify for an unreduced retirement allowance is if you are at least 55 years of age and have at least 30 years of Service. You would need to receive Service for enough pay periods to constitute 30 years to be eligible under these criteria.

- *If I leave City service prior to retiring, how do I determine my retirement eligibility?*

You would either have to meet the same retirement eligibility criteria as full-time employees or meet the following special part-time retirement eligibility criteria:

- Normal, unreduced retirement allowance – At least age 60 with your date of LACERS membership at least 10 years prior to your retirement date; or
- Early, reduced retirement allowance – At least age 55 with your date of LACERS membership at least 10 years prior to your retirement date.

- *If I decide to leave City service before becoming eligible to retire, do I need at least 5 years of Continuous Service to leave my contributions on account with LACERS?*

No. As a part-time employee you can leave your contributions on account with LACERS regardless of the length of your Service.

- *If I believe that I am incapacitated from performing the duties of my position and want to apply for a disability retirement, do I have to meet the same Continuous Service eligibility criteria as full-time employees?*

Yes. Five years of Continuous Service are required to apply for a disability retirement whether you are part-time or full-time employee. See LACERS' Disability Retirement Benefits Guide for further information.

- *How will my retiree health subsidy eligibility and amount be determined?*

It depends on your date of LACERS membership:

- If your date of LACERS membership was on or before April 22, 1990, your eligibility and subsidy amount is based on your years of Service. You must have at least 10 years of Service to qualify and will receive 4% of the maximum subsidy amount for each year of Service you earned. *Example: You work for the City exactly 20 hours per week for 24 years. Because you received compensation and made contributions to LACERS every pay period for 24 years, you would have 24 years of Service and be eligible for a 96% retiree health subsidy (4% per year of Service times 24 years equals 96%).*
- If your date of LACERS membership was after April 22, 1990, your eligibility and subsidy amount is based on your years of Service Credit. You must have at least 10 years of Service Credit to qualify and will receive 4% of the maximum subsidy amount for each year of Service Credit you earned. *Example: You work for the City exactly 20 hours per week for 24 years. Because your Service Credit in this example would be 12 years (24 years at half time), you would be eligible for a 48% retiree health subsidy (4% per year of Service Credit times 12 years equals 48%).*

Part-time employee benefits are governed by the Charter of the City of Los Angeles and the Los Angeles City Administrative Code, which are subject to change. If there are any discrepancies between those governing authorities and the information in this sheet, the governing authorities have precedence.

ADA NOTICE

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities.