


Florida Fish and Wildlife Conservation Commission Internal Management Policies and Procedures (IMPP)		
	TITLE	IMPP
	FWC Purchase of Retirement Credit	6.41
		EFFECTIVE DATE 03/10/2023
	APPLICABILITY	RESCINDS/AMENDS
	All Staff	06/24/2004
<b>REFERENCES:</b> FLORIDA ADMINISTRATIVE CODE 60S-2, 60S-3, CHAPTER 121, FLORIDA STATUTES		
<b>AUTHORITY:</b> EXECUTIVE DIRECTOR		
<b>IMPP OWNER:</b> HUMAN RESOURCES		

## POLICY

Contingent upon available funds, Division and Office directors shall accept requests for agency contributions toward the purchase of an employee's eligible retirement service credits. The number of employees whose credits may be purchased each year shall be limited based upon the Division/Office FTE and there shall be a competitive process for determining each year's recipients.

Division/Office directors who are eligible to have their own military or other public service time purchased shall follow the application process outlined in this policy except their request shall be submitted to the Assistant Executive Director for consideration.

Service credits may also be purchased as a recruitment incentive to secure the employment of a desired candidate or a retention incentive for an employee who has a bona fide job offer. The Assistant Executive Director must approve purchase of retirement credits as part of an employment or retention incentive package. There shall be no limit to the purchases made for recruitment or retention purposes.

- Contents: 6.41.1 Florida Retirement System (FRS) Requirements
- 6.41.2 FWC Requirements and Limitations
- 6.41.3 Application Procedure
- 6.41.4 Selection Process

#### **6.41.1 FLORIDA RETIREMENT SYSTEM (FRS) REQUIREMENTS**

- A.** Employees should refer to Chapter 121, Florida Statutes and Chapters 60S-2 and 60S-3, Florida Administrative Code, for a complete outline of criteria to purchase In-State or Out-of-State Public Service and Wartime Military Service. Generally, the following service time may be purchased by the employee or employer, for credit to an employee's retirement service credit.
  - 1.** If an employee's initial date of employment in an FTE position occurred before January 1, 1987, up to four years of active-duty wartime service is eligible for purchase. An employee may not purchase any service credit for military service that is also credited toward any other federal, state, or local retirement benefit where "length of service" is a determining factor. Employees hired after January 1, 1987 may purchase their wartime military service under the In-State and Out-of-State Public Service provision.
  - 2.** In-State and Out-of-State Public Service including military service during non-war time periods. The service must have been performed prior to membership in the FRS. Up to five years of service may be purchased. Employees may not purchase time for which they are eligible to receive a retirement pension or benefit in any other retirement plan

#### **6.41.2 FWC REQUIREMENTS AND LIMITATIONS**

- A.** Eligible employees must be members of the Defined Benefit Plan commonly referred to as the Pension Plan. Employees in the Defined Contribution Plan, commonly known as the Investment Plan, are not eligible.
- B.** Eligible employees must be vested in the retirement system and have served at least six years with FWC.
- C.** Eligible employees must have no disciplinary action that could have resulted in suspension or dismissal for the two years previous to applying for purchase of their retirement credits.
- D.** An eligible employee must have outstanding performance evaluations in the previous two years.
- E.** The maximum contribution the agency will make toward the purchase of an employee's retirement credits is \$15,000.
- F.** Divisions and Offices may, within available funds, approve one application for every 250 FTE in the division or office each fiscal year. Divisions and Offices with less than 250 FTE may purchase one employee's service credits per fiscal year. The director may request approval through the Assistant Executive Director to purchase more than the allotted number for their division/office in any year in which they believe additional purchases are justified.
- G.** Directors may authorize the purchase of one year of service for selected employees each fiscal year. Employees may submit a new application each year for additional service credit purchased by the agency.
- H.** The employee is responsible for 25% of the cost for each year of service purchased. Selected employees will be required to provide documentation of payment to FRS for the required 25% each year the agency purchases for the employee.

### 6.41.3 APPLICATION PROCEDURE

- A. Employees with eligible time must first submit the appropriate forms to FRS and receive a written statement detailing the cost to purchase service credits.
- B. Between March 1 and March 31 of each year, employees with eligible time may submit the documents specified in this section to their division or office director requesting the agency purchase one year of the service time.
- C. The following application documents must be submitted in order for the employee's request for purchase to be considered:
  - 1. The FRS statement detailing cost to purchase service credits.
  - 2. A memorandum from the employee to the director outlining the reasons the employee believes he or she should be selected to have his or her service purchased. The memorandum may be no more than three pages and should articulate the accomplishments of the employee during their service with FWC. Emphasis should be on accomplishments in the previous two years of service including volunteer service during non-work time. The employee may attach letters of recommendation from any chain-of-command supervisor and agency team leaders for teams on which the employee served.

### 6.41.4 SELECTION PROCEDURE

- A. The division or office director shall be solely responsible for determining the recipient(s) each fiscal year. The director may seek input as they deem appropriate concerning the employee's performance or volunteer service.
- B. The director shall provide written notification to applicants by May 20 of the status of their application.
- C. By June 1 of each fiscal year, the director shall provide to the Office of Human Resources the documents required to initiate purchase of the selected employees' service credit.

### FORMS

FORM NUMBER	FORM TITLE

Approved: **Thomas H. Eason** Digitally signed by Thomas H. Eason  
Date: 2023.03.10 08:45:56 -05'00' Date: 03/10/2023  
Thomas Eason, Interim Executive Director or Designee

History: Est.: 11/12/2022, Rev. 6/24/2004, 03/10/2023