

	City of Cedar Park Human Resources Policy Manual		
	Retirement Process		
	Number: H-2	Revision: 1	Effective Date: 5/10/2018

Policy

It is the policy of the City that an employee may retire in accordance with the requirements of the Texas Municipal Retirement System (TMRS) and with this policy. This policy outlines the steps necessary for an employee to apply for retirement benefits. This policy summarizes certain provisions of the TMRS Act, Title 8 of the Texas Government Code, Subtitles A and G, as amended, and related regulations. In the event of any conflict between the statutes, regulations, or this policy, the statutes shall govern, then state regulations, then this policy.

2.0 Procedure/Rule

- 2.1 An employee may retire when he/she has at least five years of service credit and is at least 60 years old.
- 2.2 An employee also may retire at any age if the employee has 20 years of service credit.
- 2.3 At retirement, an eligible employee shall choose a monthly payment option to receive their benefit. The employee’s monthly benefit at retirement is based on the member deposits and interest, the City’s matching funds, the employee’s life expectancy (and the employee’s beneficiary’s life expectancy, if certain options are chosen), future account interest assumptions as set by law and the monthly payment plan the employee chooses.
- 2.4 Applying for Retirement. When an eligible employee elects to retire from the City, he/she shall notify the City of his/her last intended date of employment and shall apply for retirement benefits through TMRS. An employee may not apply to TMRS more than 90 days before his/her effective date of retirement.
- 2.5 Disability Retirement. The City has adopted an Occupational Disability option. If an employee becomes disabled in a manner likely to be permanent and that prevents the employee from performing his/her job, he/she may become eligible to retire immediately. The benefit shall be based on the individual member’s deposits, the City’s matching funds and any other credits in the employee’s account.

- 2.6 An employee should contact the City Human Resources Department and TMRS if he/she is considering retirement.
- 2.7 For a more detailed explanation of TMRS retirement benefits, refer to a copy of *Your TMRS Benefits Guide*, which may be obtained from Human Resources or by calling toll-free (800) 924-8677.