



City of Phoenix

ADMINISTRATIVE REGULATION	A.R. NUMBER
	2.441(A) NEW
	FUNCTION Human Resources and Payroll Page 1 of 2
	EFFECTIVE DATE January 1, 2016
SUBJECT	REVIEW DATE
TIMING OF COPERS APPLICATIONS FOR RETIREMENT	

This AR has been created to reflect a change in City policy and practice due to changes made to the administration of the City of Phoenix Employees' Retirement System ("COPERS").

I. PURPOSE

This Administrative Regulation establishes a guideline for when employees who are part of the City of Phoenix Employees' Retirement System or "COPERS" (all non-sworn employees) must file their application for retirement.

II. TIMING OF RETIREMENT APPLICATION

A civil, non-sworn employee's application for retirement filed with the City of Phoenix Employees' Retirement Plan or "COPERS" under section 17.3 of the Charter (the "Rule of 80" or "Rule of 87" provisions) must be filed no later than 14 calendar days prior to the employee's retirement date.

A civil, non-sworn employee's application for retirement filed with COPERS under section 17.1 of the Charter (the age 60 plus 10 years of service or age 62 plus 5 years of service provisions) must be filed no later than 30 calendar days prior to the employee's retirement date.

An employee who attempts to file a COPERS application for retirement under section 17.3 of the Charter, less than 14 calendar days prior to the desired retirement date, will have the option of taking either paid or unpaid leave to make up the difference in work days. The retirement date for every employee retiring under section 17.3 must be at least 14 calendar days after the application for retirement has been submitted.

An employee who attempts to file a COPERS application for retirement under section 17.1 of the Charter, less than 30 calendar days prior to the desired retirement date, will have the option of taking either paid or unpaid leave to make up the difference in work days. The retirement date for every employee retiring under section 17.1 must be at least 30 calendar days after the application for retirement has been submitted.

III. REVOCABILITY

A signed, filed application for retirement is irrevocable 14 calendar days prior to the employee's retirement date, and cannot be withdrawn.

IV. EXCEPTIONS

The City Manager may grant specific exceptions or variances to the provisions of this AR in very limited, extreme, and/or unusual circumstances.

V. QUESTIONS

Questions regarding this AR should be directed to the Retirement Office at (602) 534-4400.

Ed Zuercher, City Manager



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