



A Guide to Retirement City of Memphis Employees

***Disclaimer**

This packet is intended to provide general information only and does not supersede nor restrict procedures or authority established pursuant to City Ordinance #5573. If there are differences between this packet and the law, the law will come first.

The City of Memphis operates all programs and activities free from discrimination based on sex, race, or any other classification protected by federal or Tennessee state law.

Retirement Exit Plan

Thank you for your service and dedication to serving the City of Memphis and its constituents!

This guide serves as a valuable resource for those looking to retire from the City of Memphis. It breaks down the retirement exit plan into clear and concise steps, making it easier for individuals to navigate through the process. With this guidance, retirees can be better prepared and informed about their options, allowing for a smoother transition into retirement. The expertise and knowledge of the Retirement Department staff make them a reliable source for information and advice. With their assistance, retirees can confidently plan for their future and make informed decisions about their retirement.

Sick Leave Payout

An employee participating in the City of Memphis Retirement System will be paid for unused accrued sick leave days up to a maximum of seventy-five (75) days.

The payment for unused accrued sick leave time is calculated at the employee's pay rate in effect on the payday immediately preceding the employee's retirement.

This payment will not be counted as compensation to compute retirement benefits; therefore, payment for up to seventy-five (75) unused accrued sick leave days will be paid to the **eligible retiring** employee by the City of Memphis in a lump-sum payment.

All final pay, vacation, sick leave, etc. is handled by your division.

Healthcare

The City of Memphis offers two different medical options for you and your family through BlueCross BlueShield of Tennessee. You must meet an annual deductible before the plan pays part of your expenses. However, if you are enrolled in the Select Plan, you may use funds in your Health Retirement Arrangement to help meet your deductible. You will also have a copay for certain services.

NOTE: There are separate deductibles for medical and pharmacy benefits this year.

You must meet separate deductibles for medical and pharmacy expenses each calendar year. The deductibles will continue to apply to your annual out-of-pocket maximum. For details, please refer to the medical and pharmacy plan designs in the Benefits Enrollment Booklet. After you or your family meets the out-of-pocket maximum, the plan will pay 100% of eligible covered expenses. (See the benefits booklet on the Total Rewards website at [Full-time Benefits – Total Rewards \(memphistn.gov\)](https://www.memphistn.gov/Full-time-Benefits-Total-Rewards) or contact the Benefits Department at (901) 636-6800 or email benefitsquestions@memphistn.gov for more information.

Retirees 65 & Over with Medicare A & B

The City of Memphis retirees who are age 65 and over and are required to enroll in Medicare Part B. Retirees enrolled in Medicare are eligible to enroll in the City's HRA program through VIA Benefits and is required to enroll in a supplement through VIA to be eligible for the HRA program.

Spouses of current City retirees who are 65 & over with Medicare A & B are considered plan participants and receive the same plan benefits as the participating retiree. Contact the Benefits Department at (901) 636-6800 or email benefitsquestions@memphistn.gov for more information.

Death Benefits

City of Memphis Retired Employees receives a \$5,000 death benefit.

Free Health Clinic

City of Memphis Retirees and their dependents on the City's Healthcare Plan, can be treated at the City of Memphis Employee Health Center located at 3295 Poplar Ave. Additionally, the clinic has a limited supply of medications in stock at no cost to you or your dependents.

Note: City of Memphis Retirees and their dependents on the City's Healthcare Plan on October 1, 2014, are also eligible.

Fitness Centers

The City of Memphis offers FREE access to Fitness Centers at Community Centers. Most centers are equipped with weights, power rowers, elliptical machines, treadmills, stair climbers, and much more! Contact wellness.questions@memphistn.gov for additional information.

Normal Retirement

For commissioned officers you must complete 25 years of pension creditable service or age 55 and complete 10 years of pension creditable service. For general employees you must have 25 years of pension creditable service or age 65 with 5 years of pension creditable service or age 60 with 10 years pension creditable service. Please note: The requirement for age 60 with 10 years pension creditable service applies to the 1978 Pension Plan.

Deferred Retirement

You may be eligible to elect a deferred retirement under the 2016 Hybrid Pension Plan as a single annuity if you don't meet normal involuntary or disability retirement eligibility as of your separation from employment date. The annuity commencement date will be when you reach age 60.

457(b) Deferred Compensation Plan

The City maintains a 457(b) Plan to which eligible employees may make voluntary employee contributions up to the limit permitted by the Internal Revenue Code.

Upon retirement, at the applicable retirement age, an employee who participates in the 2016 Hybrid Pension Plan may elect to rollover any account balance in the 457(b) Plan to the employee's pensionable earnings with the City to the 2016 Hybrid Pension Plan to increase the monthly annuity.

Single Life Annuity Plans

The maximum monthly retirement benefits are payable to a retired employee for life, with all benefits ceasing at death. Monthly benefits end at the retired employee's death. The beneficiary is still entitled to payment of any remaining contributions credited to the employee's account and not paid to the employee in retirement benefits.

Retirement Benefits Pay Date

The Pension Board must vote on the approval of your pension before you receive your first check. Your first check will be retroactive to the date of your retirement. It may take 30 to 60 days before you receive your first check.

Pensions are paid on the 15th and the last day of the month. If any of these days fall on a weekend, Pension Payroll will make Friday your payday. If you have questions regarding your pension payment, you may contact the Pension Payroll department at 901-636-6144 or email payroll-finance@memphistn.gov.

Viewing Your Pension Payroll Check Stubs

Once you retire from the City, you can no longer see your payroll check stubs in Oracle. To view your pension payroll check stubs, contact the IT Help Desk at (901) 636-6100 and request to be set up as a retired employee. They will set you up with a username and password so you can view your check stubs.

Change of Address

Submit your address change in writing, along with your name and Social Security number to Pension Payroll, 125 N. Main, Room 354, Memphis, TN 38103, or email to payroll-finance@memphistn.gov