

## CURRENT RETIREMENT BOARD POLICIES AND PROCEDURES

- (1) Effective November 1, 1978, children who qualify for a child's benefit under Section 31787.5, Govt Code be paid 1/12 of the yearly allowance for each month that the child is enrolled and in attendance at an accredited college or university as a full time student.  
**Adopted: November 1, 1978**
  
- (2) When the Board of Retirement selects an out of county physician for a disability applicant - that the applicant be paid mileage for his trip at the county rate, out of the Treasurer's Disability budget.  
**Adopted: January 4, 1979**
  
- (3) Change the Retirement System's accounting cycle from calendar year to fiscal year.  
**Adopted: June 28, 1988**
  
- (4) Policy for continuation of benefits over age 18 years.
  - A. Beneficiary has to remain single, i.e., never married or divorced.  
**Adopted: February 20, 1991**
  
  - B. Enrolled full time in High School or College with a minimum of twelve semester units or equivalent, with a minimum "C" average.  
**Adopted: February 20, 1991**  
**Revised: February 15, 1995**
  
  - C. Full-time is defined as at least two complete semesters or at least three complete quarters per school year.  
**Adopted: February 20, 1991**
  
  - D. School must be a fully accredited school as determined by Retirement Administrator regardless of type, i.e., College, University, Trade School, High School.  
**Adopted: February 20, 1991**
  
  - E. The above policy is to be interpreted by the Retirement Administrator and his/her decision may be appealed to the Board of Retirement.  
**Adopted: February 20, 1991**
  
- (5) Retirement warrants can be re-issued after seven (7) days from the date of issue with a signed notarized affidavit.  
**Adopted: April 18, 1990**
  
- (6) Educational Travel Policy (Replaces prior Travel Policy, see Attachment)  
**Adopted: July 19, 1995**  
**Adopted: September 20, 1995**  
**Adopted: October 20, 2010**
  
- (7) Incidental Expenses:  
Individual Board Members will be reimbursed up to 100.00 per year for telephone and incidental expenses related to Retirement Board business upon receipt of documentation.  
**Adopted: July 15, 1992**

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- (8) Retirement Board Policy on Buyback of Service Credit - Evidence Required (See Attachment).  
**Adopted: September 15, 1993**
- (9) Retirement Board procedure for change of retirement classification as a General/Safety Member (See Attachment).  
**Adopted: April 20, 1994**  
**Amended and superseded: September 15, 2010**
- (10) Board Members Elect or Appointed to the Board and not yet seated are entitled to attend any retirement seminar or conference approved by the Board, with expenses paid by the Board of Retirement.  
**Adopted: March 15, 1995**
- (11) The Board of Retirement requires Investment Managers to use one of the approved Commission Recapture brokers whenever possible with out adversely affecting best execution.  
**Adopted: January 17, 1996**
- (12) The Board of Retirement policy on Health Insurance qualifications for payment. This states that any member not already signed up, and in the process of making a buyback of previous County time (before December 31, 1988) will fall under the Tier 2 Health Insurance plan upon retirement.  
**Adopted: May 17, 1995**
- (13) Board of Retirement Policy-Status of terminated member with employment appeals pending. When a member who has withdrawn their funds is reinstated by the County for a wrongful termination and again becomes a member of the Retirement System he shall be reinstated in retirement at the former health insurance tier only.  
**Adopted: April 21, 1999**
- (14) 30-Year Service discontinuance of contributions, Gov't Code 31625.2.  
  
To continue to use public service time and non-member county service time to count towards 30-year service for discontinuance of member contributions.  
**Adopted: October 18, 2000**  
**Amended: January 21, 2009**
- (15) Board of Retirement authorized use of ICERS name for Managers' client list.  
**Adopted: July 18, 2001**
- (16) That "extra-help" or "reserve employees" be allowed to purchase time based upon the underlying job classification categorized as either general or safety.  
**Adopted: March 20, 2002**  
**Adopted revision: March 16, 2005**

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- (17) Omit the name of the Treasurer/Tax Collector from the retirement warrants and only print the Treasurer/Tax Collector title. Give blank authorization for signature of warrants to Treasurer/Tax Collector and retirement staff.  
**Adopted: August 21, 2002**
- (18) Board of Retirement approved only charging interest thru 8-1-2002 for active members who want to use rollover/transfer funds for conversion time-awaiting IRS opinion.  
**Adopted: August 21, 2002**
- (19) NOT to allow Intersystem or Deferred members to vote on Retirement Board Elections. **Adopted: August 20, 2003**
- (20) Board of Retirement approved a Proxy Voting Policy.  
**Adopted: October 15, 2003**
- (21) Board of Retirement adopted an asset smoothing policy for actuarial reporting.  
**Adopted: December 3, 2003**  
**Revision Adopted: October 21, 2009**
- (22) Board of Retirement adopted an Interest Crediting Policy for Members/Reserve Accounts. **Adopted: February 16, 2005**  
**Adopted: July 20, 2005**  
**Revision Adopted: July 19, 2006**  
**Reaffirmed January 21, 2009**
- (23) Resolution of the Board of Supervisors adopting California Government Code Article 8.4, entitled "Community Property", which divides ICERS accounts by the laws of community property and allows both members and non-members more choices in the handling of their funds.  
**Adopted: March 16, 2004**
- (24) Board of Retirement adopted a Statement of Undistributed Earnings Policy  
**Adopted: October 20, 2004**  
**Revision Adopted: July 19, 2006**
- (25) Board of Retirement adopted Amendment to Funding Guidelines.  
**Adopted: February 16, 2005**  
**Amended: May 19, 2010**
- (26) Disability Retirement Policy & Procedures.  
**Adopted: April 21, 2005**
- (27) Board of Retirement changed their per diem rate for meals.  
**Adopted: February 15, 2006**
- (28) Board of Retirement adopted a policy for Board Members/Staff as a guide to follow when dealing with news organization.  
**Adopted: February 15, 2006**
- (29) Board of Supervisors adopted Govt Code Section 31522.2 to hire an "at

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will" Retirement Administrator.

**Approved: February 21, 2006**

- (30) Board of Supervisors approved amendment to Bylaws changing the Board of Retirement meetings from 9:00 a.m. to 8:30 a.m.  
**Approved: March 28, 2006**
- (31) Board of Retirement adopted a resolution concerning Imperial County's Employment Policies, Practices and Procedures.  
**Adopted: April 19, 2006**  
**Reaffirmed: January 21, 2009**
- (32) Board of Retirement entered into an agreement with the Imperial County Auditor-Controller to perform the annual audits for the fiscal years ending June 30, 2006 and June 30, 2007.  
**Approved: April 19, 2006**
- (33) Board of Retirement approved an addition to the Policies and Procedures that will mirror the County Board of Supervisor's Policies and Procedures regarding budgetary transfers. It will allow staff, during a fiscal year, to transfer an available fund balance to increase an appropriation.  
**Adopted: May 17, 2006**
- (34) Board of Retirement approved a clarification to the Travel Policy regarding meals reimbursement.  
**Approved: June 21, 2006**  
**Approved: June 17, 2009 (revision effective April 1, 2009)**  
**Approved: October 20, 2010**
- (35) Board of Retirement approved revised Investment Objectives, Guidelines and Standards of Performance policy.  
**Approved: November 29, 2006 (revised)**  
**Approved: April 18, 2007**  
**Approved: February 20, 2008 (revised)**  
**Approved: August 19, 2009 (revised)**  
**Approved: October 20, 2010 (revised)**
- (36) Adopted the final draft of the Real Estate Policy for Imperial County Employees' Retirement Systems Building.  
**Approved: February 21, 2007**
- (37) Imperial County Employees' Retirement System Code of Fiduciary Conduct.  
**Approved: March 21, 2007**
- (38) Policy of ICERS. Effective Date of Retirement and Canceling Retirement.  
**Approved: June 20, 2007**
- (39) Policy of ICERS. Adoption of Govt. Code Section 31580.2 and 31580.3 relating to accounting and computer technology.  
**Adopted December 19, 2007**
- (40) Resolution of ICERS: Adopting Section 845, a benefit under the Pension

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Protection Act of 2006. **Adopted: April 16, 2008.**

- (41) Adopted policy which allows 30 year members of the retirement system to have member contributions discontinued, in accordance with the 1937 Act, regardless of losing the credit as a consequence of legal separation, divorce, or dissolution of domestic partnership.  
**Adopted: January 21, 2009**
- (42) Resolution regarding calculation of retirement allowances, contributions and service credit in the context of potential employee furloughs.  
**Adopted: August 20, 2009**
- (43) Adopted policy on Disability, Service Retirement and Sick Leave  
**Adopted: April 21, 2010**
- (44) Adopted policy regarding Disclosure of Third Party Representation Fees, Gifts and Campaign Contributions.  
**Adopted: April 21, 2010**
- (45) Adopted Securities Litigation Policy  
**Adopted: August 18, 2010**
- (46) Adopted Government Code Section 31529.9 which allows the retirement system to pay attorney fees with assets of the system.
- (47) Credit card and wire transfer policy  
**Adopted: October 20, 2010**