

## **RETIREMENT BOARD POLICIES & PROCEDURES INDEX**

- (1) Change the Retirement System's accounting cycle from calendar year to fiscal year.  
**Adopted: June 28, 1988**
  
- (2) 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**
  
- (3) Retirement warrants can be re-issued after seven (7) days from the date of issue with a signed notarized affidavit.  
**Adopted: April 18, 1990**
  
- (4) Educational Travel Policy (Replaces prior Travel Policy, see Attachment)  
**Adopted: July 19, 1995**  
**Adopted: September 20, 1995**  
**Adopted: October 20, 2010**  
**Adopted: March 16, 2011**  
**Adopted: September 19, 2012**
  
- (5) Retirement Board Policy on Buyback of Service Credit - Evidence Required (See Attachment).  
**Adopted: September 15, 1993**
  
- (6) 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**Amended and superseded: September 15, 2010**

- (7) Board Members Elected 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**
- (8) 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**
- (9) 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**
- (10) 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**
- (11) Board of Retirement approved a Proxy Voting Policy.  
**Adopted: October 15, 2003**
- (12) 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**  
**Revision Adopted: July 20, 2011**
- (13) Board of Retirement adopted Amendment to Funding Guidelines.  
**Adopted: February 16, 2005**  
**Amended: May 19, 2010**  
**Amended: March 21, 2012**
- (14) Disability Retirement Policy & Procedures.  
**Adopted: April 21, 2005**  
**Adopted: September 19, 2012**
- (15) Board of Retirement adopted a policy for Board Members/Staff as a guide to follow when dealing with news organization.  
**Adopted: February 15, 2006**
- (16) Board of Retirement adopted a resolution concerning Imperial County’s Employment Policies, Practices and Procedures.  
**Adopted: April 19, 2006**  
**Reaffirmed: January 21, 2009**

- (17) 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**
- (18) 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)**  
**Approved: June 15, 2011**  
**Approved: April 17, 2013 (revised)**  
**Amended: December 17, 2014**
- (19) Adopted the final draft of the Real Estate Policy for Imperial County Employees' Retirement Systems Building.  
**Approved: February 21, 2007**
- (20) Imperial County Employees' Retirement System Code of Fiduciary Conduct.  
**Approved: March 21, 2007**
- (21) Policy of ICERS. Effective Date of Retirement and Canceling Retirement.  
**Approved: June 20, 2007**  
**Amended: April 20, 2011**
- (22) Policy of ICERS. Adoption of Govt. Code Section 31580.2 and 31580.3 relating to accounting and computer technology.  
**Adopted: December 19, 2007**
- (23) Resolution of ICERS: Adopting Section 845, a benefit under the Pension Protection Act of 2006.  
**Adopted: April 16, 2008.**
- (24) Resolution regarding calculation of retirement allowances, contributions and service credit in the context of potential employee furloughs.  
**Adopted: August 20, 2009**
- (25) Adopted policy on Disability, Service Retirement and Sick Leave  
**Adopted: April 21, 2010**
- (26) Adopted policy regarding Disclosure of Third Party Representation Fees, Gifts and Campaign Contributions.  
**Adopted: April 21, 2010**
- (27) Adopted Securities Litigation Policy  
**Adopted: August 18, 2010**

- (28) Adopted Government Code Section 31529.9 which allows the retirement system to pay attorney fees with assets of the system.  
**Adopted: May 19, 2010**
- (29) Credit card and wire transfer policy  
**Adopted: October 20, 2010**
- (30) Accessibility of Public Records Policy  
**Adopted: August 17, 2011**
- (31) Adopted GCS 31760.3, which requires that members of the Retirement System notify the current spouse of the selection of benefits prior to retirement or prior to the change of beneficiary.  
**Adopted: December 21, 2011**
- (32) Adopted policy on Board Assessment of Compensation and Review of Board Compensation Decisions.  
**Adopted: December 19, 2012**
- (33) Adopted policy on Audit of Compensation and retirement Information from system employers.  
**Adopted: December 19, 2012**
- (34) Resolution establishing a single rate of contribution for General and Safety Members participating in Tier 3.  
**Effective: January 1, 2013**
- (35) Policy defining acceptable standards for management and use of Imperial County Employees' Retirement System (ICERS) mobile devices.  
**Adopted: February 20, 2013**
- (36) Policy regarding the division of the community property interest in the accrued benefits of a member upon divorce or legal separation (pursuant to the provisions of Article 8.4 of the County Employees' Retirement Law of 1937)  
**Adopted: March 16, 2004**  
**Adopted: May 20, 2013**
- (37) Resolution adopting IRS Tax Compliance Regulation for Code Section 401(a)(9)  
(Required Minimum Distributions)  
**Adopted: September 17, 2014**
- (38) Resolution adopting Internal Revenue Service (IRS) Tax Compliance Regulation for Code Section 401(a)(17)  
(Compensation Limits)  
**Adopted: September 17, 2014**
- (39) Resolution adopting IRS Tax Compliance Regulation for Code Section 401(a)(31) and 402(c)(Rollovers)  
**Adopted: September 17, 2014**

- (40) Resolution adopting IRS Tax Compliance Regulation for Code Section 415 (Annual Additions Limits)  
**Adopted: September 17, 2014**
- (41) Resolution adopting IRS Tax Compliance Regulation for Code Section 401(a) (Distributions Limitations)  
**Adopted: September 17, 2014**
- (42) Resolution adopting IRS Tax Compliance Regulation for Code Section 401(a) (36) (Normal Retirement Age)  
**Adopted: September 17, 2014**
- (43) ICERS Policy on Reciprocity, composed under the guidelines set forth by the County Employees' Retirement Law of 1937 (CERL), Article 15, Government Code Sections 31830 – 31840.08)  
**Adopted: February 18, 2015**

ICERS