Chapter Ret 2

PARTICIPANTS

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Ret 2.01 Participating employes. The initial determination of whether a job normally requires 600 hours of work per year will be made by the participating municipality and it will be assumed that persons whose names are included on the monthly payroll report, and for whom proper forms are submitted, are participating employes as defined in section 66.901 (4a), Wis. Stats. A person who otherwise qualifies as a participating employe may not be excluded because the municipality considers the employe as temporary, or wishes to exclude the employe for any other reason. However, the board will not assume any obligation to insure that all eligible employes are included in the fund.

Ret 2.02 Qualifying. In determining the completion of the qualifying period provided in section 66.901 (4) (d), Wis. Stats., a person shall be considered to have completed 6 months continuous service if such person shall have received compensation for 6 months without interruption of earnings aggregating more than 10 days. In determining the completion of 12 months total service pursuant to such statute, the method set forth in section Ret 2.21 shall be applicable, or the equivalents set forth in section 66.901 (10), Wis. Stats., may be used.

History: 1–2–56; am. Register, July, 1959, No. 43, eff. 8–1–59.

Ret 2.11 Records. As a public record each individual account and related forms shall be subject to inspection during established office hours, when such is possible without disrupting regular office procedure, by any person who shall submit a written signed request listing the participant or annuitant in whose account he is interested. Information as to individual accounts shall be furnished otherwise only upon the written request of the individual named in the account or of the agent of the participating municipality concerned, or the duly authorized representative of either, or by any governmental public welfare, veterans or unemployment compensation office when the participant is applying for any public funds or service. Verbal requests may be submitted by either, or by his authorized representative. Medical records of individuals may be examined only pursuant to court order.

History: 1–2–56; am. Register, January, 1962, No. 73, eff. 2–1–62.

Ret 2.21 Prior service. In listing periods of employment for the computation of prior service credits, service beginning prior to the 8th of the calendar month shall be computed as an entire month; service beginning from the 8th to the 23rd of the calendar month, both inclusive, shall be computed as a half month; and service beginning after the 23rd of the month shall be disregarded. For such purpose, service ending prior to the 8th of the calendar month shall be disregarded; service ending from the 8th to the 23rd of the calendar month, both inclusive, shall be computed as a half month; and service ending after the 23rd of the month shall be computed as a full month. In making such computations, service must be continuous from the beginning of the month, or to the end of the month, whichever is applicable.

Ret 2.22 Prior service earnings. In computing the average monthly earnings for prior service purposes, the earnings in the 3 year base period shall be divided by the number of months worked in the 3 year period as listed in the Periods of Service reported by the participating municipality, computed to the half month in accordance with section Ret 2.21 or in accordance with the equivalents set forth in section 66.901 (10), Wis. Stats.

Ret 2.23 Prior service statements. Two prior service statements will be prepared for each participating employe, the original to be forwarded to the representative of the municipality for distribution to the participating employe, the copy to be retained by the fund. No prior service statement shall be issued for any employe on leave of absence on the effective date in such municipality until that employe returns to work and earnings therefor are included upon a monthly payroll report. The original prior service statements shall be prepared and signed by the executive director on behalf of the board.

Ret 2.24 Prior service redetermination. The executive director is authorized to act for the board of trustees in reconsidering any determination of the length of prior service if a request therefor pursuant to section 66.912 (1) (g), Wis. Stats., is filed too late to permit action by the board at a regular meeting within the 2 year period prescribed therein.

Ret 2.25 Potential prior service. When evidence of termination of employment (Form 13) is filed for an employe who is on a leave of absence on the effective date of participation without such individual ever having resumed employment after the effective date, then all potential prior service credits for such person shall be cancelled.

Ret 2.31 Cancellation of termination. When Form 13 (Notice of Termination of Employment) has been filed for any participating employe, such may be cancelled or withdrawn by a participating municipality only after approval by the board of trustees following a determination of the facts involved.

History: 1–2–56; am. Register, July, 1959, No. 43, eff. 8–1–59.

Ret 2.41 Major occupation. Whenever a participating employe occupies a single job involving some duties as a protective occupation participant the normal contribution rate shall be that specified in

section 66.903 (2) (f) 1, Wis. Stats., but if the duties as a protective occupation participant regularly require more than 50% of the working time of such single job the normal contribution rate shall be that specified in section 66.903 (2) (f) 3 or 4, Wis. Stats.

History: 1–2–56; r. and recr. Register, October, 1961, No. 70, eff. 11–1–61; r. and recr. Register, October, 1962, No. 82, eff. 11–1–62; r. and recr., Register, December, 1966, No. 132, eff. 1–1–67.

Ret 2.51 Forms. All forms must be filled in either by typewriter or in ink, and must be signed in ink. If a participant cannot sign his name, his "x" must be witnessed by the signatures of 2 adults who must sign in ink.

Ret 2.52 Names. On all forms the name of the participant must include at least the surname, the first name and the middle initial (if any). The name of a married woman must show her own first name and middle initial (if any), not those of her husband.

Ret 2.53 Birth evidence. Each agent, or designated department head if a state department, must submit proof of birth satisfactory to the Fund for each employe age 55 or over and for each employe who attains age 55 in the future. For each new employe who has attained age 55 birth evidence should accompany the employment forms.

History: Cr. Register, April, 1966, No. 124, eff. 5–1–66.

Ret 2.61 Withholding. The executive director is authorized to request a participating municipality to withhold any sum paid to an annuitant or participant through misrepresentation, fraud or error pursuant to section 66.918 (1) (b), Wis. Stats.

Ret 2.71 Creditable current service. Each participating municipality and state department shall list the creditable current service to the nearest half month for each participating employe on each quarterly payroll report. Only employment represented by participating earnings paid shall be creditable current service.

(1) In listing periods of full-time employment after December 31, 1965 for purposes of determining creditable current service, service beginning prior to the 8th of the calendar month shall be computed as an entire month; service beginning from the 8th to the 23rd of the calendar month, both inclusive, shall be computed as a half month; and service beginning after the 23rd of the month shall be disregarded. For such purpose, service ending prior to the 8th of the calendar month shall be disregarded; service ending from the 8th to the 23rd of the calendar month, both inclusive, shall be computed as a half month; and service ending after the 23rd of the month shall be computed as a full month. In making such computations, service must be continuous from the beginning of the month, or to the end of the month, whichever is applicable.

(2) Creditable current service for periods of less than full-time employment for which earnings are payable after December 31, 1965 shall be granted in accordance with the following table on the basis of the number of hours, days or weeks for which such earnings are payable in any calendar quarter year, according to whether the

amount of such earnings are based on an hourly, daily or weekly rate, respectively, provided that if a premium rate is payable with respect to any such employment the premium will be disregarded:

Number of Hours, Days or Weeks for which Earnings Are Payable in Calendar Quarter Year			Months of Creditable Service in Calendar Quarter Year
Hours	Days	Weeks	
0 - 43.2	0 - 5.3	0 - 1.0	0
43.3–129.9	5.4–16.1	1.1– 3.2	½
130.0–216.6	16.2–27.0	3.3– 5.3	1
216.7–303.2	27.1–37.8	5.4– 7.5	1½
303.3–389.9	37.9–48.6	7.6– 9.6	2
390.0–476.6	48.7–59.5	9.7–11.8	2½
476.7 & over	59.6 & over	11.9 & over	3

History: Cr. Register, December, 1965, No. 120, eff. 1–1–66.