

ELKO COUNTY SCHOOL DISTRICT
REQUEST FOR PURCHASE OF RETIREMENT CREDIT INSTRUCTIONS

Both forms must be completed in full and submitted to Cody Krenka, Director of Human Resources, no later than December 1st at 4:00 pm to be considered at the relevant Board Meeting.

- Purchase of Retirement Credit Application
- Purchase of Retirement Credit Acceptance Agreement

Any forms received subsequent to the above deadline, or those not including both completed forms, will be returned.

District staff may not complete the forms for you.

PLEASE NOTE – ELKO COUNTY SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ERRORS BY THE EMPLOYEE OR NEVADA PERS.

ELKO COUNTY SCHOOL DISTRICT

PURCHASE OF RETIREMENT CREDIT APPLICATION

(Must be submitted on or before December 1)

Name: _____ Date: _____

Employee #: _____

1. Have you requested and received a written estimate of benefits from PERS which includes years, months and days of vesting in the PERS system?
 Yes, PERS has estimated my service credit to be:
 Years, Months, Days as of my anticipated date of retirement.
 No (I understand that my request for purchase of retirement credit cannot be completed until I have requested and received a written estimate benefits from PERS).
2. Does the written estimate of benefits which you received upon your request from PERS agree with your personal records?
 Yes
 No (Please contact your PERS retirement counselor in order to reconcile your records prior to submission of this form).
3. Have you completed 20 or more years of service with the Elko County School District?
 Yes
 No (If you answered No, you are not eligible for District purchase of retirement credit)
4. Please provide the number of years, months and days of service with Elko County School District as of your anticipated date of retirement:
 Years, Months, Days.
5. Have you purchased or will you be purchasing retirement credit from PERS?
 Yes, I have already purchased Years, Months, Days of retirement credit.
 Yes, I will be purchasing Years, Months, Days of retirement credit, should the District act on my request.
 No

6. Has any work absence ever been classified as "Leave without Pay" during your employment with the Elko County School District or while employed by any other employer contributing to PERS service credit?

Yes, my leave was classified as "Leave without Pay" for days on the following dates:

No, my leave has never been classified as "Leave without Pay" to the best of my knowledge.

7. Have you ever worked less than full time for the Elko County School District or while employed by any other employer contributing to PERS service credit? If yes, check all that apply. If No, leave blank.

Part Time (less than 40 hours/week, 8 hours/day, or 5 days/week)

Shared Contract

Sabbatical Leave

8. Please specify the number of years, months, and days of service credit requested for purchase by the Elko County School District Board of Trustees:

Years, Months, Days

9. Please attach any additional information you deem necessary that may assist in the Board's consideration of your application.

I, _____, understand that pursuant to applicable District policies and any associated collective bargaining agreements, the Elko County School District Board of Trustees may act to purchase retirement credit for a qualified employee. I also understand that it is my responsibility to reconcile my retirement credit with Nevada PERS. If, at any time over the years of my service with the District, any errors of any type which effect my service credit or retirement benefits, have been made by any party, including me, the District, PERS, and I agree that it is my responsibility to find, identify and, if possible, correct, such errors before my retirement and I agree to release, indemnify and hold harmless the District therefrom.

Date: _____

Applicant's Signature

ELKO COUNTY SCHOOL DISTRICT

PURCHASE OF RETIREMENT CREDIT ACCEPTANCE AGREEMENT

NAME: _____

DATE: _____

Your name will be submitted to the Elko County School Board of Trustees at the designated Board meeting, to act on your Purchase of Retirement Credit Application. Pursuant to applicable District policies and any associated collective bargaining agreements, the Elko County School District Board of Trustees may act to purchase retirement credit for a qualified employee when it has been requested by the employee and it has been found to be of an advantage to the District to do so. To complete this process it is necessary to have your irrevocable resignation prior to the aforementioned Board Meeting. The Board will take action on your Purchase of Retirement Credit Application and resignation at the same time. Your resignation will be acted upon only if the Board agrees to purchase the year(s) of retirement credit stipulated in your Purchase of Retirement Credit Application.

To: Elko County School District Board of Trustees

In consideration of the District purchasing service on my behalf, I hereby submit my formal irrevocable resignation of my position as a full time employee from the District effective _____, 20__.

Date: _____

Signature

Personnel