

UPCOMING EMPLOYER WORKSHOP

We are excited to announce our upcoming employer workshop. It will be held on August 6, 2024 at The Conference Center, 1220 Concord Ave., Concord, CA.

The workshop will cover topics such as enrollment processing, contribution and demographic reporting, retirement and disability processing, CCCERA investment philosophy, an actuarial presentation and the new pension administration system. Don't miss out on this opportunity to enhance your knowledge and network with peers. If you have any questions, email us at employers@cccera.org.

RETIREMENT PROCESSING TIME

During the first quarter of 2024, CCCERA members received their first retirement check on average 46 days after their last paycheck from their employer!

We are proud of our staff for this accomplishment and look forward to finding more ways to better serve our members in the future.

CONTRIBUTION RATES

Contribution rates for members and employers change annually on July 1. Members can find their contribution rate effective July 1, 2024, by visiting cccera.org/contributioncalculator.

NEW MEMBER CERTIFICATION REMINDER

The CCCERA Board of Retirement regulations have many requirements that pertain to employers and are available at cccera.org/governance-and-policies.

Establishing And Reporting Newly-Eligible Members

All new hires should be reported on the I-29 report. CCCERA membership forms should be submitted whenever an employee who is hired to a retirement eligible position, moves from either permanent intermittent (P/I) or temporary to permanent status.

Employers may assist members by submitting the following three forms on behalf of new members upon membership to CCCERA. Visit cccera.org/forms for the latest versions.

1. Enrollment Affidavit (Form 101)

Reciprocal members must complete Section 2 of Form 101; upon receiving it (with Section 2 completed), CCCERA will mail the member a Reciprocity Affidavit Form (Form 109).

2. Beneficiary Designation Form (Form 102)

Members who choose a beneficiary other than their spouse/registered partner must complete Section 5 of Form 102.

3. Death During Active Membership (Form 104)

This form should be filled out if the member would like to authorize CCCERA to file an application for non-service connected

disability on a member's behalf, in the event that a member is permanently incapacitated by reason of injury or other disability leading to death while the member is an active member of CCCERA.

Eligible Members Effective Entry Date

New hire documents should be submitted to CCCERA **within the first week** of the employee's hire date or date of transfer to an eligible position. Employers must turn in all new hire documents for the month to CCCERA no later than the 10th of the following month.

In accordance with CCCERA Board Regulation Sections III.3, every employee of the County or participating district must, upon entry into CCCERA, complete a sworn statement (Enrollment Affidavit Form 101) as provided for in Gov. Code Section 31526(b). A certified copy of the member's birth certificate or other evidence of birth may be required by the Board.

It is the employer's responsibility to assure compliance with this regulation. CCCERA will assess the employer five hundred (\$500) dollars per employee for every month or fraction thereof that the required certification is not submitted. CCCERA will notify the employer in writing of the imposition of assessment at least thirty days before the assessment.

New Pay Codes - Approval Process

When an employer has negotiated a new compensation item with its represented or unrepresented employees it will need to seek advice from CCCERA as to whether the compensation item would be considered as compensation earnable for retirement purposes.

Employers must report new or changed codes to CCCERA in writing no later than 30 days prior to implementation. Notifications received after the 30 days will be considered late and subject to a late reporting penalty equal to the prime rate in effect on the due date computed on a daily, non-compounding basis and applied to the contribution rate. (CCCERA Board of Retirement Regulations, Sections VI. 2. C. and IV. 2.)

Employers must submit a list of pay codes to CCCERA annually – both pensionable and non-pensionable for CCCERA review. Inquiries and notifications should be sent to employers@cccera.org for review.

New Occupational Classification

If there has been any changes to the occupational classification, the employer should forward the adopted and ratified job description, copy of the memorandum of understanding, employment agreement, and copies of the personnel policy, salary regulations, resolution or other administrative guides related to the salary and benefits of the newly created occupational classification prior to the effective date of the classification.

In addition, the employer should also provide a copy of the memorandum of understanding, employment agreement, and copies of the personnel policy, salary regulations, resolution or other administrative guides related to the salary and benefits of the newly created occupational classification.

What if an employee is not covered by social security?

For employees not covered by social security, signed copies of Social Security Form 1945 must be submitted to CCCERA for employees who are not covered under social security.

In compliance with Social Security Administration (SSA) requirements, employers must submit copies of signed Form SSA-1945 "Statement Concerning Your Employment in a Job Not Covered by Social Security" to CCCERA for employees of your organization not participating in social security. Information about the SSA requirements can be found on the SSA website at ssa.gov/forms/ssa-1945.pdf.

ETHICS AND FRAUD

CCCERA values trust, accountability, and innovation. Of CCCERA's core values, trust and accountability specifically help to promote a

culture of legal and regulatory compliance. To ensure that we as a team maintain these values, members, service providers, participating employers and the public at large are encouraged to report any activities that they consider to be illegal, unethical, or dishonest. You can submit a report at any time by visiting cccera.org/submit-ethics-or-fraud-report.

SHARE WITH YOUR EMPLOYEES

DOCUMENTS FOR RETIREMENT

Did you know that members can submit certain documents for their retirement at any time during their career? Having these documents on file before they file for retirement can greatly impact the timeliness of their retirement application.

Please encourage employees to submit copies of the following to CCCERA:

- Social Security Card for member and beneficiary
- Birth Certificate for member and beneficiary
- Marriage Certificate
- Court documents for divorce

Employees should also update their beneficiaries, by submitting the Beneficiary Designation Form (Form 102) at any time.

PENSION OVERVIEW VIDEO

Intended for members who have more than five years from retirement, this video is great for new members and available at cccera.org.

FELONY FORFEITURE REQUIREMENTS

In felony forfeiture cases, the employee and the prosecuting agency are required by law to notify the employer within 60 days of the felony conviction. The employer is then required by law to notify CCCERA within 90 days of an employee's conviction. When CCCERA is notified of a conviction, the employer will need to complete the Notice of Public Employee Felony Conviction Form (Form 503) and submit certified copies of court documents related to employee's conviction/guilty plea to CCCERA. The form can be found at cccera.org/employer-forms.

PENSION ADMINISTRATION SYSTEM

We are in the process of implementing a new pension administration system which will include a new online portal for employers and members.

We will be reaching out to all employers with detailed information about the upcoming changes that will impact them as we get closer to rolling out the portal. Stay tuned for further updates.

FINANCIAL REPORTS

The 2023 Annual Comprehensive Financial Report (Annual Report) is now available at cccera.org. All members will receive the Popular Annual Financial Report, a summary of the Annual Report, this July.

MANAGING THE UAAL AMORTIZATION TAIL VOLATILITY

We are modifying some of the amortization periods to reduce volatility in the employer contribution rates that are expected to occur beginning with the December 31, 2029 actuarial valuation. This change does not affect the contribution rates effective July 1, 2024. For more information see the May 1, 2024 Retirement Board Agenda Packet at cccera.org.

REMINDERS

EMPLOYER TIPS

Forms

For the latest versions, visit cccera.org/forms.

Participating Employers Handbook

For your reference, you can find the CCCERA Participating Employers Handbook, which was created to assist employers in enrolling employees in retirement, death, survivor and disability benefits, at cccera.org/employer.

Sign Up for Our Newsletters

Be sure to have representatives from your employer subscribe to our email list. Sign up at cccera.org/emailupdates.

FIND US ON SOCIAL

Follow us on Facebook, YouTube, and LinkedIn! Our handle is @CCCERA1945.

NOTICE

The materials in this newsletter are intended to provide a general reference or resource only and are not to be construed as providing financial, legal, tax, or any other professional service or advice. CCCERA is governed by the County Employees Retirement Law of 1937 (CERL or 1937 Act) and PEPRRA; the CCCERA retirement system is administered in accordance with these laws. If there is any conflict between statements made herein and provisions of the applicable retirement law, the law will prevail.

CALENDAR DATES

UPCOMING CCCERA CLOSURES

July 4

Independence Day

September 4

Labor Day

PRE-RETIREMENT WORKSHOPS

Workshops fill up fast. Please advise members to call or email CCCERA for availability and to sign up.

August 13th, 9am to 11am

September 17th, 2pm to 4pm

October 22nd, 9am to 11am

November 19th, 2pm to 4pm

December 10th, 9am to 11am

BOARD MEETINGS

July 10

August 14

September 11

October 9

November 20

July 24

August 28

September 25

October 23

December 11

CONTACT US

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Monday – Friday, 8 a.m. – 5 p.m.
(Closed Noon to 12:30 p.m.)