



# RETIREMENT BENEFIT PLANS SUMMARY FIREFIGHTERS AND POLICE OFFICERS

Administered by the Finance Department Pension Administration Division

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Walk-In Hours: Monday, Wednesday, and Friday 11:30 a.m. - 2:00 p.m. Please call for an appointment at other times or to discuss retirement.					
Intranet for employees - <b>AlexNet</b> (Departments/Finance/Pension Administration Division); City website - <b>alexandriava.gov/retirement</b> . Websites have plan information, including plan documents, for all the City retirement and 457 Deferred Compensation Plans. Pre-recorded retirement related information: <b>703.746.3906</b>					

<b>City of Alexandria Firefighters and Police Officers Pension Plan    Contract# 17147    Administered by Empower</b> (aka New Plan, Defined Benefit Plan, or DB Plan)		
1	Type of Plan	<ul style="list-style-type: none"> <li>Defined benefit pension plan – benefit payable at retirement is determined by a formula</li> <li>Designed to provide monthly benefits when satisfy age and service requirements</li> </ul>
2	Eligibility	<ul style="list-style-type: none"> <li>Full-time sworn Firefighters and Police Officers are covered employees</li> <li>Recruits are covered, but special police officers are not covered</li> </ul>
3	Normal Retirement Age (NRA)	If at retirement, employee is: <ul style="list-style-type: none"> <li>At least age 55 with at least 5 years of Credited Service, or</li> <li>At least 50 with at least 25 years of Credited Service</li> <li>When retire and start receiving monthly pension benefits, may also be eligible for PPA HELPS tax advantage when start receiving monthly pension payments</li> </ul>
4	Early Retirement - Unreduced	Employees are eligible if they are younger than 50 years old with at least 25 years of Credited Service

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**Revised 08/21/2023**

5	Early Retirement - Reduced	Employees are eligible if they are at least 50 years old with at least 20 years of Credited Service
6	Contributions: Employee and City	<ul style="list-style-type: none"> <li>• In future years, increases in required contributions may be shared by employees and the City</li> <li>• In FY 2023, <u>for employees hired after October 22, 2013</u>, <ul style="list-style-type: none"> <li>○ Employees contribute 8.00% <b>pre-tax</b> to the pension component</li> <li>○ City contributes 34.06% to the pension component and 2.06% to the disability component</li> </ul> </li> <li>• In FY 2023, <u>for employees hired prior to October 23, 2013</u> <ul style="list-style-type: none"> <li>○ Employees contribute 7.20% <b>pre-tax</b> to pension component and 0.80% <b>post-tax</b> to disability component</li> <li>○ City contributes 34.86% to pension component and 1.26% to disability component for employees hired prior to October 23, 2013</li> </ul> </li> </ul>
7	Vesting	<ul style="list-style-type: none"> <li>• Minimum length of service needed to qualify for a retirement benefit when you meet the age and service requirements for the plan</li> <li>• Pension plan requires five years of service to be vested</li> </ul>
8	Credited Service	<ul style="list-style-type: none"> <li>• Employees receive one month of credit for each <i>full</i> month covered by plan as an active employee</li> <li>• Special rules apply for service prior to January 1, 2004</li> </ul>
9	Average Monthly Compensation (AMC)	<ul style="list-style-type: none"> <li>• Average of 48 consecutive months of highest compensation while employed by the City as a sworn Firefighter or Police Officer</li> <li>• Compensation is base pay and excludes overtime, shift differential, bonuses, special pay, etc.</li> </ul>
10	Benefit Formula	<p><u>For employees hired after October 21, 2013</u>  2.5% x AMC x years of Credited Service - <b><i>no maximum Credited Service</i></b></p> <p><u>For employees hired prior to October 23, 2013</u> – <b><i>Maximum 30 Credited Service = 82% x AMC</i></b>  2.5% x AMC x years of Credited Service (years 1-20) plus  3.2% x AMC x years of Credited Service (years 21-30)</p>
11	Retirement Payment Options	<ul style="list-style-type: none"> <li>• At retirement, employees choose payment options – i.e. method of payment</li> <li>• Options include life annuity, various life annuity and survivor/contingent annuitant options</li> <li>• See also information following on DROP and PLOP</li> </ul>
12	Deferred Retirement Option Program (DROP)	<ul style="list-style-type: none"> <li>• Program only available to employees hired <u>prior to October 23, 2013</u> – not available for employees hired or rehired after October 22, 2013</li> <li>• <u>Voluntary</u> program available to employees <u>hired prior to October 23, 2013</u> who have completed 30 or more years of credited service</li> <li>• DROP participants can retire and continue working for the City for up to 3 years</li> <li>• Retirement benefits are credited to a deferred account while still working; money paid when retire.</li> <li>• Q&amp;A brochure relating to the DROP on the Pension Division web site</li> </ul>

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13	Partial Lump-sum Option Payment (PLOP)	<ul style="list-style-type: none"> <li>• Voluntary program available to employees who have reached their Normal Retirement Age</li> <li>• Eligible employees may choose to work additional 1, 2, or 3 years and receive a lump sum payment equal to 1, 2, or 3 years of monthly retirement benefits</li> <li>• Employees do not declare the PLOP option until time of retirement.</li> <li>• An estimator for the PLOP benefit can be found on the Pension Division web site</li> <li>• Consult Pension Division for more details</li> </ul>
14	Termination Prior to Retirement	<ul style="list-style-type: none"> <li>• Member has option of cashing out contributions and forfeiting service credits</li> <li>• Vested member may leave contributions (and service credits) and receive a monthly benefit when eligible for retirement</li> </ul>
15	Death/Survivor Benefits	<ul style="list-style-type: none"> <li>• Beneficiary will receive a lump-sum payment of member's contribution account</li> <li>• Spouse beneficiary may be able to receive instead monthly survivor benefit</li> </ul>
16	Cost of Living Adjustment (COLA)	<ul style="list-style-type: none"> <li>• Lesser of 3% or Consumer Price Index (CPI)-U current year divided by CPI-U previous year</li> <li>• Different COLA provisions for participants receiving disability retirement benefit</li> <li>• COLA information added to Pension website annually before May 1</li> </ul>
17	Purchase of Pension Plan Service for Government Service or Repurchase of Refunded Service	<ul style="list-style-type: none"> <li>• New hires have <b>one year from hire</b> to enter contract to purchase up to three years of eligible government service as pension service under this plan. Eligible service includes prior employment with federal, municipal, or local government as a public safety officers. Public safety officer service includes employment as a Police Officer, Deputy Sheriff, Firefighter, or a National Registry or state certified emergency medical technician or higher. <b>Contact Pension Division as soon as possible to discuss.</b></li> <li>• Rehired Firefighters and Police Officers who took a refund of contributions from the plan may reinstate prior service to the plan. Rehired employees have <b>90 days from rehire</b> date to repay the plan an amount equal to amount of the refund plus interest determined by the plan. <b>Contact the Pension Division as soon as possible to discuss.</b></li> </ul>
18	Disability Retirement	<p style="text-align: center;">For information on disability Continue on to next page</p>
19	Empower Contact information	Empower web site: <a href="http://www.prudential.com/online/retirement">www.prudential.com/online/retirement</a> Toll Free Access 1-(877) PRU-2100 (778-2100) Interactive Voice Response service available 24 hours; representatives available 8 am-9 pm ET Monday to Friday

Disability Retirement	<p>An employee who suffers a disability while covered under the plan may apply to receive a monthly disability retirement benefit. If the disability retirement is approved, the benefit amount is:</p> <p><u>Service-connected total disability</u></p> <ul style="list-style-type: none"> <li>• Benefit amount = 70% x AMC offset by payments from Workers' Compensation</li> <li>• COLA limited to 5 years after initial eligibility</li> <li>• Pension benefit at Normal Retirement Age may partially or fully offset disability benefits</li> </ul> <p><u>Service-connected partial disability</u></p> <ul style="list-style-type: none"> <li>• Benefit amount = 66.67% x AMC offset by payments from Workers' Compensation</li> <li>• COLA limited to 5 years after initial eligibility</li> <li>• Subject to earnings offset from any gainful employment</li> <li>• Pension benefit at Normal Retirement Age may partially or fully offset disability benefits</li> </ul> <p><u>Non-service connected total disability</u></p> <ul style="list-style-type: none"> <li>• Only available to eligible employees hired prior to October 23, 2013</li> <li>• Benefit amount = 2.5% x AMC x years of credited service limited to 50%</li> <li>• Not eligible for COLA</li> <li>• Pension benefit at Normal Retirement Age may partially or fully offset disability benefits</li> </ul> <p><u>Non-service connected partial disability</u></p> <ul style="list-style-type: none"> <li>• Only available to eligible employees hired prior to October 23, 2013 and who have 10 years of service at time of disability</li> <li>• Benefit amount = 2.5% x AMC x years of credited service limited to 50%</li> <li>• Not eligible for COLA</li> <li>• Subject to earnings offset from any gainful employment</li> <li>• Pension benefit at Normal Retirement Age may partially or fully offset disability benefits</li> </ul> <p>Effective October 23, 2013, pension plan includes provision that participants receiving benefits or eligible to receive disability benefits shall be required to accept alternate employment as part of the disability benefits.</p>
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### **Firefighters and Police Officers Pension Plan Board**

The Pension Board manages the investments of the Plan assets and may propose benefit changes to the City Manager. The City Manager decides whether to recommend the proposed benefit change to City Council. The Board is comprised of representatives from City Management and the following employee groups: Firefighters and Police Officers. Visit the Pension Administration Division web page to see the list of Board members.

## **IMPORTANT**

***Contact Pension if Fire Police Pension contributions are not being deducted from your pay check by end of your second month. We will have to take out all missed contributions if we find out later that contributions were not deducted.***

<b>City of Alexandria Retirement Income Plan</b> <b>For Firefighters and Police Officers (aka Old Plan or DC Plan)</b>		<b>Recordkeeper Mission Square Retirement</b> <b>Plan Number 106773</b>	
<b><u>Closed to new participants in 2004</u> – replaced by defined benefit plan described on previous pages</b>			
Type of Plan	Defined contribution plan		
Eligibility	This was the pension plan for firefighters and police officers prior to 2004. It is a closed plan because no employee was able to join after the above named defined benefit plan began in 2004 and the City is no longer contributing to the plan for participants. Firefighters and Police Officers employed prior to February 21, 2004, only have an account in this plan if 1) they did not make a Past Service Election to exchange contributions and service in this plan for service in the defined benefit plan, or 2) it they made the Past Service Election, but had voluntary after-tax contributions in the plan. Most Participants made a Past Service Election and no longer have an account balance in this plan.		
Past Service Election	City Firefighters and Police Officers who were active employees prior to 1/1/2004 were provided a one-time opportunity effective 1/1/2004 to exchange pre-tax account balances in this plan for “pre-2004 credited service” in the new defined benefit plan. See page one for information on the defined benefit plan.		
Contributions	Contributions were all paid by the City except for the voluntary after-tax contributions made by some members		
Vesting	All current members are 100% vested		
Retirement benefit	The value of the account is determined by the contributions paid into the Plan ± investment return		
In-service Distributions	Not allowed		
Distributions	<p>After termination of service or retirement (non-disability) from the City.</p> <p>Participants disabled <u>prior to 1/1/2004</u> may withdraw money after their disability benefit has been recalculated after reaching Normal Retirement Age (NRA), age 60.</p> <p>Participants who became disabled <u>after 1/1/2004</u> may withdraw money after the disability benefit is recalculated after attaining NRA under the defined benefit plan. The defined benefit NRA is 1) the first day of the month following 55<sup>th</sup> birthday if employed by the City as a sworn Firefighter or Police Officer prior to January 1, 2004; or 2) the first day of the month following the 55<sup>th</sup> birthday and accruing 5 years of credited service if employed by the City as a sworn Firefighters or Police Officer on, or after, January 1, 2004. If disabled after age 55, may withdraw money as soon as retirement benefits are calculated.</p>		
Disability Benefit	The monthly disability benefit at NRA is offset by a calculated amount based on your account balance in this plan. Please contact the Pension Administration Division to discuss this.		
MissionSquare Contact Information	Website: <a href="http://www.msqplanservices.org/myplan/30082">www.msqplanservices.org/myplan/30082</a> Investors Services: 1.800.669.7400 8:30 a.m.-9:00 p.m. ET Mon.-Fri. City’s MissionSquare Representatives: Shantel Washington 202.759-7172 or email <a href="mailto:SWashington@missionsq.org">SWashington@missionsq.org</a> or Antoinette Guy-Wharton 202.759.7121 or email <a href="mailto:AGuy-Wharton@missionsq.org">AGuy-Wharton@missionsq.org</a> .		

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	You can make an appointment with Ms. Washington or Ms. Guy-Wharton to discuss the plan including enrolling and investing.
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457 Deferred Compensation Plan	Employer Plan Number 300832	Administered by Mission Square Retirement
Type of Plan	Deferred compensation plan	
Eligibility	Permanent, full-time employees and permanent part-time employees scheduled to work at least 50% time	
Contributions	<ul style="list-style-type: none"> <li>• Voluntary plan; employees make <b>pre-tax</b>, payroll-deducted contributions – helps to reduce taxable income for year of contribution</li> <li>• No City matching contributions.</li> <li>• Minimum contribution of \$10 per pay period</li> <li>• Maximum annual deferral limit set by the IRS each year</li> <li>• Catch-up Age-50: provision allows increased contributions beginning with the year turning 50.</li> <li>• Catch-up Pre-Retirement: provision allows eligible participants to contribute even greater amounts within three years of full retirement date in a City sponsored <i>primary</i> pension plan. Eligible participants may contribute the annual deferral limit for the calendar year <i>plus</i> allowed catch-up contributions up to the Pre-Retirement Catch-up limit. Pre-Retirement Catch-up Contributions equal contributions not made in previous years while covered under the plan. In determining the Pre-Retirement Catch-up Contributions, the plan only considers contributions allowed up to the annual deferral limit for each year. Age 50 Catch-up Contributions are not counted. Contact the Pension Administration Division to take advantage of the Pre-Retirement Catch-up.</li> </ul>	
Vesting	100% immediate vesting, but money is considered held in trust until retire or leave City employment	
Distributions	<ul style="list-style-type: none"> <li>• After separation from service employee has a variety of withdrawal options. Withdrawals are subject to federal and state taxes but are <u>not</u> subject to 10% early distribution penalty tax if withdraw before age 59 ½.</li> <li>• Required minimum distributions must begin the later of April 1 following the year after turn 72 years old or after leave City employment.</li> </ul>	
In-service Distributions	<ul style="list-style-type: none"> <li>• Limitations on in-service distributions per rules of Internal Revenue Service (IRS)</li> <li>• Loans available with limitations: up to 50% of balance; \$1,000 minimum loan; limited to one loan at a time, one new loan in a calendar year</li> <li>• Withdrawals allowed for unforeseeable emergencies as determined by IRS</li> </ul>	
Death Benefits	<ul style="list-style-type: none"> <li>• Beneficiary has option of receiving installment payments, deferred payments, or lump sum payment;</li> <li>• Spouses may roll over to an IRA or an employer's retirement plan</li> </ul>	
To Request an Enrollment Kit	Email <a href="mailto:Retirement@alexandriava.gov">Retirement@alexandriava.gov</a> or call 703.746.3906. Be sure to provide your department name and City mailbox so a packet can be sent to you via City mail.	
MissionSquare Contact Information	Website: <a href="https://www.msqplanservices.org/myplan/300832">https://www.msqplanservices.org/myplan/300832</a> Investors Services: 1.800.669.7400 8:30 a.m.-9:00 p.m. ET Mon.-Fri. City's MissionSquare Representatives: Shantel Washington at 1.202.759.7172 or email	

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	<a href="mailto:swashington@missionsq.org">swashington@missionsq.org</a> or Antoinette Guy-Wharton 1.800.283.1762 or email <a href="mailto:aguy-wharton@icmarc.org">aguy-wharton@icmarc.org</a> . You can make an appointment with Ms. Findeisen or Ms. Guy-Wharton to discuss the plan including enrolling and investing.
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<b>Payroll Deduction Roth IRA with Mission Square Retirement</b>		<b>Plan Number 705691</b>	<b>Administered by Mission Square</b>
Type Plan	Individual retirement savings plan with Mission Square; not a City sponsored retirement plan.		
Eligibility	A Firefighter or Police Officer may enroll in the plan with Mission Square and submit a payroll deduction form to the Pension Division to start the payroll deductions.		
Employee Contributions	<ul style="list-style-type: none"> <li>• Voluntary <b>after-tax</b>, payroll deducted, no minimum contribution amount.</li> <li>• No City matching contributions.</li> </ul>		
Maximum Calendar Year Contribution Limit	<ul style="list-style-type: none"> <li>• Up to annual IRA limit set by IRS and determined by employee's <i>current year modified adjusted gross income</i>, age, and the current annual limit.</li> <li>• Contribution limit for this plan may be reduced by amount contribute to a Traditional IRA during the calendar year</li> </ul>		
Withdrawals	<ul style="list-style-type: none"> <li>• <b>After-tax</b> contributions may be withdrawn at any time.</li> <li>• Earnings withdrawn before age 59 ½ years old and prior to being held in the account at least five years may be subject to a 10% early distribution penalty tax.</li> <li>• Contact MissionSquare for more details on withdrawals and penalty-free withdrawals.</li> </ul>		
To Request an Enrollment Kit	Email <a href="mailto:Retirement@alexandriava.gov">Retirement@alexandriava.gov</a> or call the Pension Division at 703.746.3906. Be sure to provide your department name and City mailbox so a packet can be sent to you via City mail.		
Mission Square Contact Information	Website: <a href="https://www.msqplanservices.org/myplan/705691">https://www.msqplanservices.org/myplan/705691</a> Investors Services: 1.800.669.7400 8:30 a.m.-9:00 p.m. ET Mon.-Fri. City's Mission Square Representatives: Shantel Washington at 1.202.759.7172 or email <a href="mailto:swashington@missionsq.org">swashington@missionsq.org</a> or Antoinette Guy-Wharton 1.202.759.7121 or email <a href="mailto:aguy-wharton@missionsq.org">aguy-wharton@missionsq.org</a> . You can make an appointment with Ms. Washington or Ms. Guy-Wharton to discuss the plan including enrolling and investing.		

<b>Information on Other City Benefits</b>	<b>Administered by the City Human Resources Benefits</b>
<p>The Human Resources Department administers all other benefits provided by the City. Visit the Human Resources web site on AlexNet to learn more about these benefits which include: health, life and dental insurance; annual, sick, and holiday leave; long term disability; long term care insurance; employee assistance; and flexible spending accounts. You may also speak to a member of the Human Resources Benefits staff.</p>	