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Organization of the State Employees' Retirement Commission and Procedures Available to the Public in the Conduct of their Business with the Commission

Sec. 5-155-1. Statutory authorization

The State Employees' Retirement Commission derives its duties and authority from the following chapters of the General Statutes:

Chapter 66—State Employees' Retirement System

Chapter 65—State Police Survivor's Benefit Fund

Chapter 113, Part II—Municipal Employees' Retirement System

Chapter 104—Policemen and Firemen Survivors' Benefit Fund

Chapter 16—General Assembly Pension System

(1972, P.A. 281, Secs. 4 through 18)

Chapter 774—Probate Judges and Employees' Retirement System

Chapter 66 and 113—State Social Security Administration

(Effective July 10, 1973)

Sec. 5-155-2. Description of organization

The retirement commission has as its primary duty the administration of the following systems:

(a) **State employees' retirement system.** The State Employees' Retirement System authorized under chapter 66 of the General Statutes has as its objective providing age and disability retirement payments for eligible retirees. Upon entering state service, employees who qualify may apply for membership in the system and authorize payroll deductions.

(b) **State police survivors' benefit fund.** This fund was established in 1961 under chapter 65 of the General Statutes, and is administered by the state as an adjunct of the State Employees' Retirement System. The primary objective of the fund is to provide benefits for surviving dependents of the deceased state police. The employees contribute 1 $\frac{3}{4}$ % of their compensation, subject to a maximum of \$84 per year.

(c) **Municipal employees' retirement system.** Authorized under chapter 113, part II of the General Statutes, the Municipal Employees' Retirement System was established to prove a sound and efficient system for the payment of retirement benefits to municipal employees. On being hired by a participating municipality, municipal employees automatically become members of the system. Deductions are made by the municipality for each eligible employee, recorded in the member's account, and deposited with the state treasurer. By statute, members may purchase additional benefits for military and prior service with a participating municipality. Members may obtain a refund of contributions without interest upon resigning from municipal service.

(d) **Policemen and firemen survivors' benefit fund.** This fund was established in 1963 under chapter 104 of the General Statutes, and is administered by the state as an adjunct of the Municipal Employees' Retirement System. The primary objective of the fund is to provide benefits for surviving dependents of deceased municipal policemen and firemen. Employees contribute 1% of their yearly compensation and the municipality contributes an additional premium payment.

(e) **The general assembly pension system.** The General Assembly Pension System was established by Public Act 281 of the 1972 Session of the General Assembly (chapter 16 of the General Statutes) to provide retirement benefits to present and subsequent members of the legislature. Membership in the system is

voluntary and election may be made by written application to the retirement commission. Election must be made prior to March 1 of any year for which the member wishes to receive credit. Under section 7 of this act, current members may purchase credit for prior service at a rate of \$200.00 for each year of credit desired. Members must contribute 10% of their annual compensation during each year of credited future service, with the state contributing the balance of the cost.

(f) **State probate judges and employees' retirement system.** The retirement commission administers the Probate Judges and Employees' Retirement System authorized by chapter 774 of the General Statutes. The objective of the fund is to provide a sound and efficient method for the payment of retirement benefits to probate judges and employees of the Connecticut probate districts. To be eligible for benefits under the system, applicants must be employed by the court at least twenty hours per week and five months per year. Probate judges must be able to serve twelve years before reaching the age of 70. The retirement commission administers this system in cooperation with the judicial department and the office of the probate court administrator.

(g) **State social security administration.** Under chapters 66 and 113 of the General Statutes, the retirement commission is authorized to act as agent for the state in all matters relating to social security. Representatives of the commission provide information material to state and municipal officials concerning social security coverage of public officers and employees under the provisions of federal and state laws and regulations. Meetings are held with legislative bodies, employee groups and individual employees. Referendums among members of retirement systems are supervised. Reporting officials, payroll and personnel departments are regularly furnished information concerning changes in laws and regulations as well as reminders of coverage under their social security agreement. Guidance in maintaining records, filing reports, and making payments is provided. Quarterly state and municipal reports and adjustment reports are audited. Checks covering social security contributions of employers and employees are deposited. Reports are forwarded to the Social Security Administration, Baltimore, Maryland. Payments are forwarded to the Federal Reserve Bank of Boston.

(Effective July 10, 1973)

Sec. 5-155-3. Composition

The retirement commission consists of five retirement commissioners, one of whom is required to be the executive head of a state institution, one the executive head of a state department, and one a subordinate employee in state service. Each commissioner serves for a term of four years from the first day of July following his appointment by the governor. (Sections 5-155 (a) and 5-155 (b) of the General Statutes.) The chairman, vice-chairman, and secretary of the retirement commission are elected by the members of the commission.

(Effective July 10, 1973)

Sec. 5-155-4. Meetings and reports

Pursuant to Section 5-155 (c) of the General Statutes, the commission must meet at least quarterly and annually report to the governor as required by section 4-60 of the General Statutes.

(Effective July 10, 1973)

Sec. 5-155-5. Official address

All communications should be addressed to the State Employees' Retirement Commission, Office of the State Comptroller, 30 Trinity Street, Hartford, Connecticut 06115.

(Effective July 10, 1973)

Sec. 5-155-6. Public inspection

In addition to publication of the adoption, amendment or repeal of regulations pursuant to section 4-168 of the 1971 Supplement to the General Statutes, a compilation of all regulations, policy statements, final orders, decisions and opinions are available for public inspection at the office of the commission.

(Effective July 10, 1973)

Sec. 5-155-7. Retirement division

The execution of the directives and regulations of the commission are delegated to the retirement division of the comptroller's department. The retirement division maintains records and processes transactions in connection with the retirement system administered by the retirement commission.

(Effective July 10, 1973)

Sec. 5-155-8. Medical examining board

The medical examining board for the retirement commission conducts hearings on applications for disability retirement, health examinations for options, and reexaminations as to continuance of disability, and reports its findings to the commission. Pursuant to section 5-169 (c) of the 1971 Supplement to the General Statutes, the medical examining board is composed of seven physicians appointed by the governor to serve at his pleasure, at least two of whom must be experienced in psychiatry. Three of the members, one of whom must be the elected chairman or secretary of the board, constitute a quorum for the determination of individual cases.

(Effective July 10, 1973)

Sec. 5-155-9. Course and method of operation: Applications

(a) Applications for retirement, options, purchase of credit or any other benefits provided by law are submitted on forms supplied by the retirement division through state agencies, member municipalities, or courts.

(b) All retirement applications received by the division are reviewed for compliance with statutes and submitted for approval to the commission.

(c) Subject to any directives of the commission, all applications to purchase credit, obtain any benefit authorized by law, or refund contributions, found to meet statutory requirements or regulations, are processed by the retirement division as routine business. Those identified as restricted by the commission are submitted for individual approval.

(Effective July 10, 1973)

Sec. 5-155-10. Petition for review

(a) The state employees' retirement commission and/or medical examining board for the retirement commission will accept a petition for review of an application or benefit denied based on additional evidence or with such legal citation as may be appropriate.

(b) If such additional evidence is medical, the retirement division, with concurrence by the chairman of the medical examining board, will reestablish the claim

on the agenda of the board, at the same time advising the petitioner as to his scheduled time of appearance, if warranted. The medical examining board will review the evidence, and report to the commission.

(c) The placing of the item on the medical examining board's agenda also includes placing the same item before the retirement commission.

(d) The retirement division will accept a written petition for review by the retirement commission containing a legal citation accompanied by a description of its applicability, and will reestablish the claim on the agenda of the retirement commission.

(Effective July 10, 1973)

Sec. 5-155-11. Hearing procedure

All hearings conducted in the state employees' retirement commission are conducted in accordance with the requirements of and procedures suggested in sections 4-177 through 4-182 inclusive of the 1971 Supplement to the General Statutes as the same may be amended from time to time. Conferences, interviews, and informal hearings conducted or held as a part of the administrative processes of the state employees' retirement commission are conducted on an informal basis, in accordance with standards designed to meet the purposes to be accomplished by the proceeding.

(Effective July 10, 1973)

Sec. 5-155-12.

Repealed, February 3, 1992.

Sec. 5-155-13. Petition for requesting the promulgation, amendment, or repeal of regulation

The state employees' retirement commission will accept petitions requesting the promulgation, amendment or repeal of a regulation of said commission in the following form:

(a) A petition must be in writing and include or have attached thereto a certificate indicating the manner in which and the date on which it is being filed with the state employees' retirement commission at the main office in Hartford, Connecticut.

(b) The petition shall be signed by the petitioner and shall include his address for purposes of reply.

(c) A petitioner shall serve a copy of the petition on any party who he has reason to believe may not otherwise have knowledge thereof and may fairly have an interest therein. The petition or certificate shall indicate such service therein.

(d) The petition shall clearly state the language to be promulgated, amended or repealed. The same petition may include matter to be promulgated as well as matter to be amended as well as matter to be repealed.

(e) The petition may include a statement of facts and arguments in support thereof.

Where the requirements of the paragraph have been complied with, pursuant to section 4-174 of the 1971 Supplement to the General Statutes, the state employees' retirement commission within 30 days shall either deny the petition in writing, stating its reasons therefor, or initiate regulation-making proceedings in accordance with section 4-168 of the 1971 Supplement to the General Statutes.

(Effective July 10, 1973)