



**TENNESSEE CONSOLIDATED RETIREMENT SYSTEM
CLASSIFIED EMPLOYEES
(BEN-P028)**

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process Classified Staff uses to receive retirement credit for probationary period from TCRS.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Benefits Associate

3.0 APPROVAL AUTHORITY:

- 3.1 Chief of Human Resources (CHRO)

4.0 DEFINITIONS:

- 4.1 TCRS: Tennessee Consolidated Retirement System
- 4.2 Probationary Period: Classified employees' first six months of employment are considered to be a probationary period. This time will be used to allow the immediate supervisor to closely observe and evaluate the employee's performance.
- 4.3 Review Period: For the purpose of this procedure, review period will be referred to as Probationary Period as that is the lingo of TCRS.

5.0 PROCEDURE:

- 5.1 Classified employee is retained after probationary period and needs to receive retirement credit for said period.
 - 5.1.1 Employees are advised to wait until the first anniversary of their hire date.
- 5.2 Employment dates are verified from the Employee Record Card, ref. HUM-F007 in Human Resources or from the electronic personnel records with the dates TCRS has reported.
- 5.3 Original reporting salary is broken down to the day, if necessary, to calculate the amount of salary needed to report to TCRS to complete the six month probationary period.
- 5.4 The Application for Additional Retirement Credit (TR-0129, Rev. 6/12 is completed, signed by employee, and given to CHRO for signature.
- 5.5 The signed application is forwarded to TCRS with a copy filed in the employee personnel file, and a copy forwarded to the employee for their records.
 - 5.5.1 TCRS will contact the employee by letter regarding the application.
 - 5.5.2 Employees hired prior to 1992 will need to purchase the probationary time.



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5.5.3 Employees hired after 1992 will have their retirement account credited by CMCSS on behalf of the employee.

5.5.4 Employees hired after January 1, 2017, do not need to complete the application for additional retirement credit.

6.0 ASSOCIATED DOCUMENTS:

6.1 Employee Record Card (HUM-F007)

6.2 Application for Additional Retirement Credit (TR-0129, Rev. 6/12)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Application	Personnel File	Indefinitely	Permanent	Secured Office/Building

8.0 REVISION HISTORY:

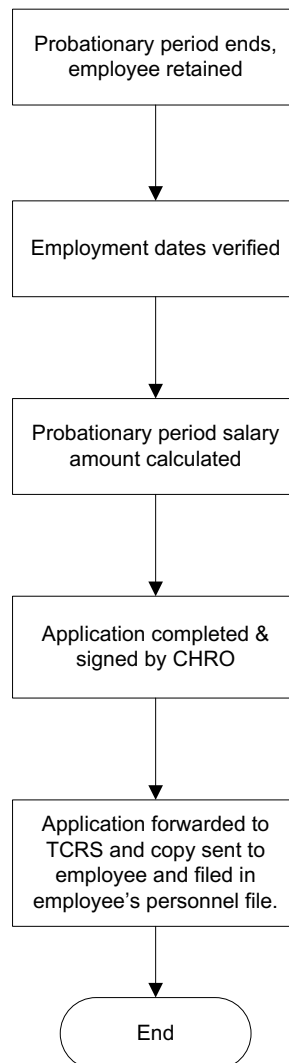
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/11/14	IR	Initial Release; reclassified from CLS-P002
7/27/16	A	Added Classified Employees to title. 5.5.3, added "on behalf of the employee". Updated 5.2.
8/15/17	B	5.1 – changed time to credit and period. 5.5 – added a copy will be forwarded to employee.
6/6/18	C	Added 5.5.4.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of Procedure *****