



Policy 6.2	Illinois Municipal Retirement Fund		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> 40 ILCS 5/7	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

ILLINOIS MUNICIPAL RETIREMENT FUND

6.2

POLICY

It is the policy of DuPage County to provide employees and their families income protection in the event of disability, retirement or death. This protection is provided through the Illinois Municipal Retirement Fund (IMRF).

ELIGIBILITY

- All full-time and part-time employees hired after February 25, 1992 who are budgeted to work at least one thousand (1,000) hours per year are required to participate in and to contribute to IMRF. All regular full-time and regular part-time employees hired before February 25, 1992 who are budgeted to work at least six hundred (600) hours per year are required to participate in and to contribute to IMRF.

GUIDELINES

- A.** An employee who has twelve (12) consecutive months of service and cannot perform the duties of their position because of illness or injury lasting more than thirty (30) days may be eligible for IMRF disability benefits.

B. IMRF Sole Authority

IMRF is the sole authority in determining benefit eligibility and the amount of benefit payments.

C. IMRF Retirement Benefits

1. Retirement benefits are based on the employee's length of service credit and salary. Contributions to the retirement fund are mandatory for eligible positions and are deducted from the employee's salary each pay period.
2. An employee who terminates employment prior to qualifying for retirement benefits may request a refund of their own contribution.

3. An employee who is eligible for pension benefits is not eligible for a refund.
4. Benefits statements are provided by IMRF to participating members. Employees may request an estimate of benefits from IMRF at any time to obtain an approximate projected retirement benefit figure.

D. IMRF Disability Benefits

1. IMRF disability benefits may begin on the 31st day of an eligible employee's absence due to injury or illness and equal 50% of average monthly earnings. The employee must apply for this benefit through IMRF. Forms are available in the Benefits Division.
2. An eligible employee who is absent for a period of three (3) days due to illness or injury may be placed on Family Medical Leave and be subject to applicable guidelines regarding benefit continuation and job security. (Personnel Policy 5.9: Family Medical Leave)
3. Employees who are unable to work in excess of thirty (30) days due to a work-related injury or illness should contact IMRF in order to maintain service credits and death benefits. (Personnel Policy 6.3: Workers' Compensation)

E. IMRF Death Benefits

1. The amount IMRF pays, as a death benefit, will vary depending upon the amount of the employee's service credit.
2. Upon the death of a participating IMRF member who has at least one (1) year of service, their named beneficiary is eligible for a death benefit as determined by IMRF.

PROCEDURES

1. Information regarding IMRF enrollment and benefits is distributed to new employees during orientation. Additional information is available from the Human Resources Department.
2. It is the employee's personal responsibility to keep information on file related to their retirement fund (i.e. name, address, and beneficiary) up-to-date.
3. Employees who plan to retire from the system are encouraged to contact IMRF at least ninety (90) days in advance of the anticipated retirement date to secure an estimate of benefit information.
4. As soon as it is anticipated that an employee may be absent for an extended period of time, the employee should notify their Supervisor.
5. Prior to returning to work, the employee may be asked to obtain a note from the doctor approving their return to work on a specified date and noting any restrictions. If

restrictions are noted, the Department Head or supervisor will consult with the Human Resources Department and determine whether and how the restrictions may be accommodated.

6. It is the employee's responsibility to notify their supervisor if the situation changes and if they will be unable to return to work as scheduled.

Information on the Illinois Municipal Retirement Fund can be found on the internet under the Human Resources tab at

https://www.dupagecounty.gov/government/departments/human_resources/employee_benefits.php