

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY-PROCEDURE

Procedure No. HR-3003

Subject: Retirement Programs	
Authority: Ch. 121, Florida Statutes, Section 121.135, Title 22B, F.A.C. Title 22U; Florida A&M University 10.115	Effective Adopted Date: 06/28/2006
Revision(s)	06/27/1996; 06/28/2006; 3/2017
Related References	
Purpose	Retirement procedures

1.0 General Information

The retirement plan in which each eligible salaried employee is enrolled should be determined as follows:

- A. Faculty and Administrative and Professional (A&P) employees should be automatically enrolled in the ORP upon their appointment to a salaried position. These employees will, however, have 90 days to complete all documents required for ORP participation. If the documents are not completed and application is not made within the 90-day period, the employee shall automatically be enrolled in the FRS. Faculty and A&P employees should be required to complete an ORP-16 form designating the Tax Sheltered Annuity (TSA) carrier to which their State Retirement Contribution is to be forwarded by the University and/or Division of Retirement.
- B. University Support Personnel System employees should be enrolled in the Florida Retirement System Special Risk or Regular Class of Membership, as appropriate for the employees' position classification.
 - 1. The Special Risk Class is designated for members who are sworn law enforcement officers who meet the criteria in the FRS Rules and Florida Statutes to qualify for this class.
 - 2. The Regular Class Membership is designated for employees who are not assigned to the Special Risk, Special Risk Administrative Support, Elected State and County Officers' or Senior Management Service Classes.
- C. Executive Service employees are compulsory members of the Senior Management Service Class (SMSC) of the Florida Retirement System, unless such FRS members elect enrollment in the ORP, in which case they should follow the enrollment procedures as stated in II. A. Above.

2.0 Definitions

3.0 Responsibilities

4.0 Procedures

The retirement plans membership enrollment forms should be processed for each eligible salaried employee and forwarded to the FRS Plan Choice Administrator by the University Personnel Office as follows:

1. The Florida Retirement System form (FRS-Your Retirement Plan Choice Form) should be completed for USPS employees, as appropriate; and
2. Optional Retirement Program form (ORP-16) should be completed for Faculty and A&P employees, as appropriate.

5.0 Records