



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

CHARLES D. BAKER
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Secretary

PAUL DIETL
Chief Human Resources Officer

MEMORANDUM

To: Executive Department Employees
From: Paul Dietl, Chief Human Resources Officer
Re: Employee Retirement Incentive Program – Update
Date: May 6, 2015

On Monday, “An Act Relative to State Personnel”, Chapter 19 of the Acts of 2015 was signed by Governor Baker. The full text of the legislation is available at the following link:
<https://malegislature.gov/Laws/SessionLaws/Acts/2015/Chapter19>

This legislation establishes the Employee Retirement Incentive Program (ERIP). Key elements of the program are summarized below:

ERIP Eligibility Requirements: To be eligible to apply for the ERIP you must meet the following conditions as of May 4, 2015 (when the bill took effect):

- Employed by the Commonwealth in an Executive Department agency, bureau, department, office or division of the Commonwealth within or under the control of the Governor or Secretary of an executive office through the date of retirement, which is June 30, 2015.
- A member in service of the state retirement system, classified in Group 1 (general employees including clerical, administrative and technical workers, laborers, mechanics, and all others not otherwise classified).
- Fully vested for a retirement benefit, without the use of incentive years provided by the 2015 ERIP program. In other words, you must have:
 - A minimum of 20 years of creditable service, at any age, or
 - A minimum 10 years of creditable service, and be at least 55 years of age or older
- The following categories of employees are not eligible:
 1. Employees whose compensation is funded in any part from a capital, trust, or federal account as of the date of the employee’s application to the State Board of Retirement
 2. Elected officials
 3. Employees currently being reinstated under G.L. c.32, §105
 4. Employees who are 70 years of age or older and who have ceased contributing to the retirement system

- The law includes a cap on total workforce reductions under this act to 5,000. If we reach that cap, the legislation requires that ERIP participation be prioritized according to years of creditable service. Persons with greater years of creditable service will receive priority.
- The law authorizes A&F to designate positions as “critical positions”. We are currently in the process of determining such positions, and you will be notified by your Secretary early next week.

Additional Retirement Benefit:

The incentive provides up to an additional five (5) years of creditable service, or of age, or some combination of the two, in full year increments, not to exceed five for any eligible member.

Application Process:

Eligible employees must complete an ERIP application provided by the State Board of Retirement, which includes a Payroll Certification, Counseling, and Sick & Vacation Payment Consent Form. As part of the application process, employees must contact their HR Office to confirm the payroll funding source. To download the ERIP application forms, and to get more detailed application instructions, you can access the website of the State Board of Retirement by using the following link:

<http://www.mass.gov/treasury/retirement/state-board-of-retire/2015erip/>. Applications must be submitted to the Board of Retirement between May 11 and June 12, 2015. Submit your completed application to one of the following addresses:

One Winter Street, 8th Floor, Boston, MA 02108, or
436 Dwight Street, Room #109A, Springfield, MA 01103, or
Electronically via e-mail to 2015ERIP@tre.state.ma.us*

****Electronic submission disclaimer:***

The State Retirement Board and the Department of Treasury disclaims any liability for the improper or misuse of information submitted through the electronic address referenced herein, and do not provide any warranty or guarantee, express or implied, including but not limited to implied warranties of non-infringement or fitness for particular purpose, nor any warranties as to the accuracy, timeliness, quality, security, reliability, performance, completeness or suitability related to the manner by which any information and materials may be submitted to the electronic address referenced herein. You agree that the State Retirement Board and the Department of Treasury shall not be responsible for any direct, indirect, special, or consequential damages or loss of data arising from or relating to your submission of information to the electronic address utilized herein.

Incomplete ERIP applications will not be accepted, considered filed, or processed by the State Retirement Board.

Effective Retirement Date: The effective ERIP retirement date and last day of work for everyone participating is Tuesday, June 30, 2015.

Retirement Counseling: The State Board of Retirement will provide counseling to prospective retirees on the options available to them. As part of the application process, prospective retirees must sign a form acknowledging receipt or waiver of counseling. The Group Insurance Commission (GIC), located on the fourth floor at 19 Staniford Street in Boston, is open for counseling from 8:45 am to 5:00 pm Monday through Friday. In addition, during the application period, the GIC will have counselors out-stationed at the Board of Retirement Boston office, Tuesday, Wednesday and Thursday from 11:00 AM to 1:00 PM. For a full schedule of counseling offered by the Board of Retirement, click on the following link:

<http://www.mass.gov/treasury/retirement/state-board-of-retire/2015erip/>.

Retirement Payment Timeline: The first payment will be retroactive to the retirement date of June 30, 2015. Contingent on the volume of retirement applications received, the first benefit payment may be direct deposited 90 to 120 days after the retirement date. Direct deposit is credited the last business day of the month.

Extended Sick and Vacation Leave Buy-Outs: Payments in lieu of any vacation time and any unused sick time shall be made in three equal increments. The first installment will be paid on September 1, 2015. The remaining two installments will be paid on July 1, 2016, and July 1, 2017.

If you have any immediate questions, please contact your HR Director.