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# **TENNESSEE CONSOLIDATED RETIREMENT SYSTEM (CLS-P002)**

Clarksville-Montgomery County School System

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## **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 Personnel

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Human Resources (HR) Director

## **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 your performance.

## **5.0 PROCEDURE:**

- 5.1 Classified employee is retained after probationary period and needs to receive retirement time for said time.
  - 5.1.1 Employees are advised to wait until they receive their first statement from TCRS in October to verify dates.
- 5.2 Employment dates are verified from the Employee Record Card, ref. HUM-F007 in Human Resources or to 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. 4/03) is completed, signed by employee, notarized and given to HR Director for signature.
- 5.5 The application is forwarded to TCRS with a copy scanned into the personnel 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.
  - 5.5.3 Employees hired after 1992 will have their retirement account credited by CMCSS.

## **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Employee Record Card (HUM-F007)



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6.2 Application for Additional Retirement Credit (TR-0129, Rev. 4/03)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Application	Computer	Indefinitely	Permanent	MUNIS/back up

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/08/05		Initial Release
8/25/08	A	Reference electronic personnel records and scanning to same, remove reference of hard copy and update flowchart

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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

