



*City of Arts & Innovation*

# Human Resources Board

**TO: HUMAN RESOURCES BOARD**

**FROM: HUMAN RESOURCES DEPARTMENT**

**SUBJECT: RETIREMENT (CALPERS) POLICY (V-13)**

**DATE: August 4, 2025**

## **ISSUE:**

Approve revisions to the Retirement (CalPERS) Policy (V-13).

## **RECOMMENDATION:**

That the Human Resources Board approve revisions to the Retirement (CalPERS) Policy (V-13).

## **BACKGROUND:**

The Retirement (CalPERS) Policy (V-13) was last revised in November 2012. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

## **DISCUSSION**

The Retirement (CalPERS) Policy (V-13) has been updated to ensure continued compliance with CalPERS membership requirements and to keep membership information current.

Key revisions include clarifications regarding eligibility for CalPERS enrollment, particularly the types of appointments and the fiscal year used to track hours worked for temporary employees.

Additionally, the policy now includes clearer language on the Service Credit Purchase process. It specifies that if the City is unable to locate payroll records related to a request, the City will be unable to verify the request with CalPERS. Since CalPERS requires employers to validate earnings and hours worked when reviewing service credit purchase requests, this clarification is important.

The policy has also been updated to incorporate language from CalPERS regarding Service Retirement. This includes clarification on retirement eligibility based on hire date, as well as the applicable retirement formula

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

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Attachments:

Retirement (CalPERS) Policy (V-13)