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CITY of NOVI CITY COUNCIL

**Agenda Item L
August 27, 2007**

SUBJECT: Approval of MERS Resolutions to Exclude Temporary Employees from Membership, to Define a Day of Work for Administrative (General Non-Union) and Teamster employees

SUBMITTING DEPARTMENT: Finance Department; Human Resources Department

CITY MANAGER APPROVAL: 

The City of Novi has had a policy of excluding temporary and part-time employees from certain benefits, including pension benefits.

MERS requires the City Council to adopt a formal policy regarding the exclusion of these benefits, and these resolutions are attached and recommended for approval. These resolutions are consistent with the City's past practice.

Without the adoption of this resolution all temporary employees would be eligible for MERS pension benefits if they work 80 hours in a month or 75 hours in a month for 8.0 schedule employees or 7.5 hour schedule employees, respectively.

RECOMMENDED ACTION: Approval of MERS Resolutions to Exclude Temporary Employees from Membership, to Define a Day of Work for Administrative (General Non-Union) and Teamster employees

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Gatt				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Nagy				
Council Member Paul				



MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN

RESOLUTION TO EXCLUDE TEMPORARY EMPLOYEES FROM MEMBERSHIP IN MERS UNDER PLAN DOCUMENT SECTION 3(2)

TEMPORARY EMPLOYEES who are employed in positions normally requiring less than 6 or more whole months, not to exceed 12 months of work may be excluded by Resolution of the Governing Body from membership in the Municipal Employees' Retirement System (MERS). Temporary employees must be notified in writing by the participating municipality that they are excluded from membership. In accordance with Section 3(2) of the MERS Plan Document, the

City Council of City of Novi,
(Governing Body) (name of Participating Municipality)

Formally elects to **EXCLUDE** effective _____, _____, all employees in positions requiring less than 12 (twelve) whole months in these Divisions:
(specify number between 6 through 12)

All Divisions

OR

Divisions _____
(specify by Division Name and Number)

I hereby certify that the above is a true copy of a Resolution adopted at the meeting of the governing body held on _____,
(Date)

(Signature of Authorized Official)
City Clerk

(Title)



MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN

RESOLUTION FOR DEFINING A DAY OF WORK OR HOURS PER MONTH FOR MERS RETIREMENT PURPOSES

Note: To adopt the part-time to full-time employee service credit program under Plan Document Section 4(6), the governing body must adopt the Uniform Resolution Defining Hours Per Month For Part-Time Employees and Service Credit Conversion Upon Promotion to Full-Time Status.

In accordance with Section 3(1) of the MERS Plan Document, as the _____

City Council

City of Novi

(Governing Body)

(Municipality)

does hereby certify that a day of work, or the number of hours of work in a month, for

Division No. 11 General Teamsters

for retirement purposes, shall

(Indicate all employees or division name and number)

consist of one of the following to be effective as of _____ (Date)

(Please complete either A or B)

A. xx A day shall consist of 7.5 or 8 hours. (pursuant to contract) (Ten (10) days a month of such work days equals one month of credited service.)

B. A month shall consist of _____ hours. (Each month of such work hours equals one month of credited service.)

I hereby certify that the above is a true copy of a Resolution adopted at the meeting of the governing body held on _____ (Date)

(Signature of Authorized Official)

City Clerk

(Title)

RETURN TO: Municipal Employees' Retirement System of Michigan 1134 Municipal Way Lansing, MI 48917



MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN

RESOLUTION FOR DEFINING A DAY OF WORK OR HOURS PER MONTH FOR MERS RETIREMENT PURPOSES

Note: To adopt the part-time to full-time employee service credit program under Plan Document Section 4(6), the governing body must adopt the Uniform Resolution Defining Hours Per Month For Part-Time Employees and Service Credit Conversion Upon Promotion to Full-Time Status.

In accordance with Section 3(1) of the MERS Plan Document, as the _____

City Council City of Novi
(Governing Body) (Municipality)

does hereby certify that a day of work, or the number of hours of work in a month, for

Division No. 01 General Non-union for retirement purposes, shall
(Indicate all employees or division name and number)

consist of one of the following to be effective as of _____
(Date)

(Please complete either A or B)

A. XX A day shall consist of 8.0 hours.
(Ten (10) days a month of such work days equals one month of credited service.)

B. A month shall consist of _____ hours.
(Each month of such work hours equals one month of credited service.)

I hereby certify that the above is a true copy of a Resolution adopted at the meeting of the governing body held on _____
(Date)

City Clerk
(Signature of Authorized Official) (Title)

RETURN TO: Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, MI 48917