

APPLYING FOR RETIREMENT: A Guide to Active Service Retirements



Audience: NERS members in Active Service

Description: Summarizes the Norfolk Employees' Retirement System (NERS) service retirement benefits.

DISCLAIMER: This pamphlet summarizes parts of Chapter 37 of the Code of the City of Norfolk. The summaries are intended to provide simplified and meaningful information that is relevant to the average member. Any information that is inconsistent with, or contradicts, Chapter 37 must be disregarded.



The NERS “Know 2 Ask” series provides basic information needed to empower you to ask important retirement-related questions. Knowing who and what to ask is key.

Overview

While in active service you may apply for a Normal, Early or Disability retirement. You must be in active service to apply.

Know Service Retirement Types

❖ Eligibility.

You must remain in active service until your Eligibility Date to collect approved benefits. Any approvals granted are nullified should you leave service before reaching your Eligibility Date. Your Eligibility Date depends on the rules in place at the time you leave active service.

Non-Disability Service Retirements (Must be Vested)

Normal Service Retirement Eligibility

Became a NERS member before 7/1/2018:

Public Safety Members: Age 55 or the age at which 25 years of creditable service are accrued.

General Members: Age 60 or the age at which 30 years of creditable service are accrued.

Became a NERS member after 7/1/2018:

Public Safety Members: Age 60 or age 50 with at least 25 years of creditable service.

General Members: Social Security age or combination of age + creditable service years equal to 90.

Early Service Retirement Eligibility

Within 5 years of Normal Service eligibility.

Disability Service Retirements

Ordinary Disability Retirement Eligibility

For non-work-related disabilities. You must be vested to apply.

Accidental Disability Retirement Eligibility

For work-related disabilities. Your disability must be compensable under Worker's Compensation to apply.

❖ **Effective Date.**

Retirements are effective the first of the month. Leaving service before your Effective Date affects your eligibility to receive other benefits. See below.

❖ **Filing Window.**

Submit a completed application to NERS between 30 and 90 days before your desired Effective Date.

❖ **Approval.**

All retirements are approved by the NERS Board of Trustees. The Board meets once a month.

Know the Benefits

❖ **Retirement Benefit Calculation.** NERS will calculate your Non-Disability or Ordinary Disability retirement allowance using salary information, creditable service years, and unused sick leave as of your Effective Date. Accidental Disability allowances are based solely on salary information.

❖ **Other Benefits.** Retiree Health Care eligibility depends on your position, years of creditable service or age. Reduced life insurance benefits continue into retirement. You must remain in active service until your Effective Date to receive other benefits. Contact Human Resources should you have any questions about other benefits.

Important Deadlines

❖ **Rescission Deadline.**

You may rescind your retirement application until your Effective Date. Contact NERS immediately if you are considering rescission.

❖ **Optional Allowance Deadline.**

You may choose (or void) an optional allowance before your first benefit payment is due, which is the end of the month you retire. Afterwards, your decision is irrevocable.

You have spent your career serving the citizens of Norfolk, protect your interests in retirement by being fully informed about your retirement decisions.

Do not hesitate to contact NERS with any questions that you may have throughout the process.

Retirement Office



Phone: 757-664-4738



Email: retirement@norfolk.gov



**Mailing Address: Norfolk Employees' Retirement System
810 Union Street, Suite 309
Norfolk, VA 23510**



Human Resources

Key Areas:

- Other Benefits



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