

Department of Employee Trust Funds
WISCONSIN RETIREMENT SYSTEM ADMINISTRATION MANUAL

CHAPTER 14 — TERMINATION RULE AND REPORTING

- 1400 Introduction**
- 1401 Eligibility for Benefits - Minimum Break in Service**
- 1402 Conditions of Termination**
- 1403 Determining the Termination Date**
- 1404 Questions Concerning Valid Terminations**
- 1405 Frequently Asked Questions Concerning Valid Terminations**
- 1406 Disability Termination Requirements**

1400 Introduction

Federal law requires a “good-faith” termination of employment to qualify for a benefit distribution from a qualified retirement plan such as the WRS. Wis. Adm. Code ETF 10.08 defines a valid termination and applies to terminations of participating WRS employment that occur on or after July 1, 1998.

NOTE: Some exceptions to Wis. Admin. Code ETF 10.08 exist when a participating employee is terminating employment due to disability and applying for benefits from either of the disability programs administered by ETF. (Refer to subchapter 1406 and Employer Bulletin, Vol. 23, No. 5, dated April 19, 2006.)

1401 Eligibility for Benefits - Minimum Break in Service

In order to be eligible for a WRS benefit, terminating employees must fulfill a **minimum break in service** as required by law and rule.

Wis. Adm. Code ETF 10.08 (2)(a) provides that “. . . no person may receive any retirement annuity, separation benefit or lump-sum payment from the Wisconsin retirement system without first terminating from his or her current participating employment with all participating employers.”

NOTE: Refer to subchapter 1504 on Waiver of Part-time Local Elected Official for exception.

Wis. Adm. Code ETF 10.08 (2)(c) further provides that in order to be eligible to receive a retirement annuity, separation benefit or lump-sum payment from the WRS, the employee must remain terminated from all WRS participating employment “. . .

throughout a period beginning with the date of termination . . . and ending on the **latest of the following dates:**

- The day after the annuity effective date. . .
- The thirty-first day after the benefit application is received by ETF. . .
- The thirty-first day after termination of employment. . .”

1402 Conditions of Termination

Wis. Admin. Code ETF 10.08 defines the conditions a termination must meet to qualify for a WRS benefit. There are some exceptions for terminations when an employee is applying for WRS administered disability benefits, as described in subchapter 1506. A valid termination meets **all** of the following conditions:

- The employee ceases to render compensable services.
- The employee and employer comply with the employer's policies for voluntary termination.
- As of the termination date, the employer has no "rights" to any future services to be rendered by the employee that meet the qualifications for WRS coverage for which compensation has or will be paid. This means the rule:
 - Prohibits an enforceable agreement as of the termination date for **any** future WRS compensable employment with the same WRS employer, regardless of whether that employment would meet WRS participation standards.
 - Prohibits an enforceable agreement as of the termination date for future employment with a different WRS employer that would meet WRS participation standards.

NOTE: This rule does not prohibit an agreement as of the termination date for future employment with a different WRS employer that does not meet WRS participation standards or prohibit an agreement prior to termination for purely voluntary future services for which no compensation has been or will be paid.

- The employee is treated consistently with the status of a former employee.
- The terminated employee has no authority to act as a representative of the employer or exercise any authority/control over employees of the employer except as provided above.
- The employer has paid the employee any accumulated benefits that are customarily paid to employees at the time of termination.

1403 Determining the Termination Date

The termination rule provides criteria for determining the termination date. The date reported to ETF should be the earliest of:

- The date an unpaid leave of absence expires when an employee fails to return to work following the leave.
- The date three years after an unpaid leave of absence began, except for military leave or union service leave.
- The date on which the employer discharges the employee.
- The date the employer determines that the employer-employee relationship terminates. Note: The effective date of the termination cannot be earlier than the date the employer notifies the employee of the termination.
- The last date for which the employee receives earnings for personal services rendered to, or on behalf of, the employer unless the employer has granted an unpaid leave of absence for a period of time after this date. Note: Teachers employed under a 9-10 month contract may be considered terminated as of the last day they are required to perform district related work rather than the last day of the contract's fiscal year.
- The date the employee's voluntary resignation is effective as accepted by the employer, or if later, the date the employer receives the employee's notice of resignation. **Retroactive resignation is not permissible.**
- The date of the employee's death.

Refer to Chapters 9 and 10 for instructions on reporting terminations.

1404 Questions Concerning Valid Terminations

Questions concerning valid terminations, termination conditions, disability termination requirements and/or minimum breaks in service can be directed to the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900.

1405 Frequently Asked Questions Concerning Valid Termination

- Q.1** One of my employees terminated on June 19, 1998 (prior to the July 1, 1998 effective date of the rule) and began receiving a WRS benefit on June 22, 1998. At the time of termination, we already had signed a contract with the employee to have the employee return to work as a rehired annuitant on July 27, 1998 (after completing the minimum 30-day break in service). Will this signed contract invalidate the employee's June 22, 1998 termination?

- A.1** An otherwise valid termination will not be determined invalid by ETF solely because a contract to return to work was in place prior to the termination if all other conditions for a valid termination are met and where the contract to return to work was signed prior to July 1, 1998, the effective date of the termination rule.
- Q.2** One of my employees is an elected county sheriff whose term in office expires December 31, 2006. In October 2006 the sheriff is reelected to another two-year term. On November 15, 2006, the sheriff plans to resign and terminate employment with the county. However, the sheriff will return to work on January 1, 2007 because she was reelected to another two-year term. Is the sheriff eligible to retire as of November 15, 2006 and return to work January 1, 2007, as a rehired annuitant?
- A.2** No. The employee is not eligible for a retirement benefit if the employee has a right to compensable employment at the end of the day on which the employee terminates. The right to compensable employment includes a contract for future employment or election to a public office. In this case, reelection prior to termination is considered a contract for future employment and the November 15, 2006 termination date would be invalid. Therefore, the sheriff would not be eligible for a retirement benefit.
- Q.3** An elected county sheriff whose term in office expires December 31 is currently up for reelection. The sheriff plans to resign the position prior to the November election and apply for a WRS annuity. If reelected, the sheriff will return to work on January 1, 2007 as a rehired annuitant. Is the sheriff eligible to retire prior to the November election and return to work as sheriff on January 1 if reelected?
- A.3** Yes, if the sheriff is being opposed in the election. In the event there is opposition for the sheriff position, no guarantee of future employment with the county exists because the results of the election are unknown. In addition, the sheriff's termination must meet the conditions of a valid termination as specified in Admin. Code ETF 10.08 (2)(b), the minimum break in service requirements of ETF 10.08 (2)(c), and the sheriff must comply with all statutory mandates to notify the Office of the Governor of the vacancy in the office of sheriff. Provided all these conditions are met, the sheriff is eligible for a WRS retirement benefit. Note: In the event the sheriff is unopposed in the election, the termination would not be valid because victory in the election is assured; consequently, a contract of/for future employment exists.
- Q.4** A 9-month contract teacher submitted a WRS retirement application and planned to retire the day after the current school year. The teacher completed all classwork and grading duties on June 15 and was no longer obligated to report to the district. Technically, the contract ran from July 1 through June 30. Is the June 15 termination date valid?
- A.4** Yes, because the teacher fulfilled all contractual obligations to the district on June 15, that date is a valid termination date and the teacher is eligible for a WRS annuity.

- Q.5** A 9-month contract teacher signed on for the upcoming school year. The current school year was completed on June 15, with the teacher having completed all classwork and grading duties. The teacher then decided not to return to teaching for the upcoming school year and submitted a letter of resignation effective August 1. The teacher requested that the school district submit a termination date of June 15, the date their obligations under the preceding contract were met. Will a June 15 termination date be valid?
- A.5** No. The teacher entered into a contract for the upcoming school year. As a result, the school district had a “right” to their services until the effective date of the resignation. In this example, the valid termination date for WRS reporting is August 1, the effective date of resignation.
- Q.6** In order to be eligible for a WRS benefit, an employee must meet the minimum 30-day break in service even if the employee returns to "non-eligible" employment with the same employer. Our school district covers only teachers under the WRS; our non-teaching employees are not eligible to participate in the WRS. In this situation, does a teacher who terminates and takes a WRS benefit have to complete the 30-day break in service before returning to work in a non-teaching position at the school district?
- A.6** The provisions of the termination rule do not apply to an employee who returns to a non-teaching position within a school district that participates in the WRS for their teacher positions only.
- Q.7** As the employer, we have had discussions with an employee who plans to terminate and take a WRS benefit about possibly returning to work. If the employee returns to work (after completing the minimum 30-day break in service) will the fact that these discussions took place invalidate the termination although a verbal or written contract was not in force at the time of termination?
- A.7** No. There is no provision in the new termination rule that prohibits the employer and employee from simply discussing the possibility of the employee returning to work.
- Q.8** One of my employees terminates on July 3, 2006. The employee’s WRS benefit is effective July 4, 2006. Can the employee return to work for us for a couple of days prior to completing the minimum 30-day break in service without jeopardizing their benefit?
- A.8** No, the employee must complete the minimum 30-day break in service when returning to the same employer even if the employee only returns for a short period. In this situation, the employee’s benefit would cease and the employer is required to re-enroll the employee in WRS as provided in Wis. Stat. § 40.22 (3m).
- Q.9** One of my employees terminated employment on June 26, 2006. The employee began receiving a WRS benefit on June 29, 2006. On July 2, 2006, we entered a written contract with the former employee for an August 1, 2006 return to work

date. Does this contract entered into during the minimum 30-day break in service period invalidate the termination?

- A.9** No. Entering into contracts for return to work during the minimum break in service period is a "gray" area. The provisions of the new termination rule do not prohibit the employee and employer contracting during this time. ETF will not invalidate a termination for this condition alone, but the Department discourages employers and employees from entering contracts during this separation period.
- Q.10** An employee terminates employment, applies for a WRS benefit and returns to work for you as an independent contractor within 30 days of termination. Will this affect the employee's retirement benefit?
- A.10** Simply calling the employee an independent contractor does not mean that the employee meets the definition of an independent contractor. Refer to subchapter 313 for information about the method used to determine whether a person is an independent contractor or an employee as defined by the IRS.

If the returning employee's employment arrangement meets the IRS tests for independent contractor status, the retirement benefit will not be impacted. If the returning employee's employment arrangement does not meet the IRS tests, the employee is ineligible for the retirement benefit. (See Q.6 above regarding entering into contracts within the 30 day minimum break in service period.)

1406 Disability Termination Requirements

Effective April 1, 2006, an employee applying for ETF administered disability benefits does not have to completely sever the employee/employer relationship. An employee may be kept on a leave of absence (LOA) for purposes of maintaining fringe benefits not administered under Chapter 40, such as an employer's private health insurance or other non-ETF administered benefits.

Prior to implementation of this policy change ETF required the employer to completely sever the employee/employer relationship in order for the employee to receive §40.63 Disability Retirement or Long-Term Disability Insurance (LTDI) benefits. As a result, employees were required to forfeit non-Chapter 40 benefits such a private health insurance offered through their employers. Legal opinions sought by ETF determined that such a policy was unnecessarily restrictive and led to the creation of Chapter 40 terminations.

Chapter 40 terminations still require that employees terminating employment due to disability who are in the process of applying for ETF administered disability benefits be treated as terminated for all Chapter 40 benefits they participate in while remaining in a leave of absence status for non-Chapter 40 benefits the employer may offer. Chapter 40 authorized benefits include health insurance, sick leave credit usage, life insurance, income continuation insurance, long-term disability insurance, Employee Reimbursement Account, long-term care, EPIC, Spectra, WRS coverage, death benefits, and making deferred compensation contributions.

Sick leave balances with which the employee intends to pay for health insurance premiums are considered unpaid earnings. Should a sick leave balance remain, a Chapter 40 termination is not an option. Both state and local employees must sever the employee/employer relationship if they convert sick leave balances to pay for health insurance premiums. They cannot remain on LOA as permitted with a Chapter 40 termination. In order to remain on LOA for non-Chapter 40 benefits, all sick leave balances must be paid out, with the Chapter 40 termination date extended accordingly.