



ALLEGHENY COUNTY

EMPLOYEES' RETIREMENT SYSTEM

CREDIT FOR SERVICE TIME AND CONTRIBUTIONS FOR CURRENT EMPLOYEES WHO EXPERIENCE ACTIVE DUTY MILITARY OBLIGATIONS

This policy outlines the Retirement Board of Allegheny County's obligations under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and Pennsylvania's Second Class County Code and addresses interim military service undertaken by a member who takes leave and then returns to County employment. Under sections 4318 of USERRA and 4710(d) of the County Code, the RBAC is required to credit, for retirement purposes, interim military leave to members who return to County employment after military service, provided the member meets several statutory requirements.

1. The member must be employed by the County for at least six months before taking a creditable military leave of absence.
2. The member must give his or her employer advance notice of prospective military service.
3. The member's military service must occur in:
 - a. A time of war,
 - b. A national emergency,
 - c. Police action, or
 - d. An armed conflict.
 - e. A conflict will only constitute a time of war, national emergency, police action, or armed conflict if proclaimed as such by the President or Congress.
4. The member must leave military service in honorable circumstances.
5. The member must return to County employment within one year of separation from military service.
6. The member must submit to the Retirement Office at the above address copy a copy of their DD Form 214, Certificate of Release or Discharge from Active Duty (in the case of a member of the National Guard the NGB 22, National Guard Report of Separation and Record of Service), and a notarized Employee's Affidavit for Active Military Service form.

For all members who meet these requirements, upon return to employment with the County the member shall receive service credit for retirement purposes of all time spent in military service.

Furthermore, the County is responsible for paying the employer contributions into the Pension Fund equal to the amount of contributions the County would have been contributing during the tenure of the employee's military service as if they had experienced no disruption in their employment.

The County is also required to pay the employee-share of contributions into the Pension Fund equal to the amount of contributions the County employee would have been contributing during the tenure of their military service as if they had experienced no disruption in their employment. However, the County is not required to pay this share of contributions into the Pension Fund until the employee applies for retirement benefits.

Allegheny County Employees' Retirement System

106 County Office Building • 542 Forbes Avenue • Pittsburgh, PA 15219 • (412) 350-4674



ALLEGHENY COUNTY
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EMPLOYEE'S AFFIDAVIT FOR ACTIVE MILITARY
SERVICE

I do swear (or affirm) that I am an employee of Allegheny County, that I was ordered to active duty military service while already employed by Allegheny County and that the following statements are true:

1. I was employed by Allegheny County for at least six months prior to beginning a military leave of absence.
2. I gave my employer advance notice of prospective military service.
3. My military service occurred in a time of war, national emergency, police action, or armed conflict, proclaimed as such by the President or Congress.
4. I left military service in honorable circumstances.
5. I returned to employment with Allegheny County within one year of separation from military service.

_____ Sworn (or affirmed) and subscribed before me
Printed Name of Employee

_____ this _____ day of _____,
Signature of Employee

_____ 20____. (SEAL)
Street Address

_____ City, State, Zip

_____ Employee # or Last 4 digits of SSN

_____ Signature of Notary
Work Email Address

Complete and return to:

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Effective June 2015