

POLICE AND FIRE PENSION FUND

One West Adams Street, Suite 100
Jacksonville, FL 32202-3616

Phone Number (904) 255-7373
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MEMORANDUM

Date: May 20, 2016

To: Larry Schmitt, JSO Chief of Personnel
Kathy Holsenbeck, Executive Assistant to Director/Fire Chief
Beth McCague, Interim PFPF Executive Director
Brian Parks, City Council, Public Accounts Auditor III

From: Chuck Hayes, Pension Benefit Specialist

Subject: July 2011 DROP class

While in the process of preparing the July 2011 DROP class for retirement, we discovered that an error was made on the DROP applications which indicated that the drop termination date for this class was July 8, 2016, when in fact, the date should actually be July 1, 2016.

PFPF confirmed that there was a DROP Commencement Date chart that was published using the wrong dates, which translated into the wrong date being used for the DROP application in the early stages of the process. By the time the DROP applications were approved by the Board of Trustees, and the final process was complete, the error had been discovered and was corrected.

The member was notified by "*Congratulations*" letter of the correct date, however, the application itself, which was signed by the member, HR Supervisor for the respective Departments, and the Executive Director of the Police and Fire Pension Fund, indicated that the retirement date was July 8, 2016. That is the only paperwork showing that date.

We have talked with Fire/Rescue HR Department who confirmed that the information entered into Oracle was taken from the application therefore their retirement date was shown in the system as July 8, 2016. They have notified the affected members via e-mail (copy attached) of the change in the dates, and the dates have been updated in Oracle.

We have also talked with Police HR Department regarding this change. Their information in Oracle for their department appears to be correct as they used the July 1, 2016 date for the retirement date.

The information PFPF has in Jax Pension is correct. As the member comes in to process his retirement paperwork, Chuck Hayes will confirm with the member that his date of retirement is July 1, 2016.

For verification, we spoke with Brian Parks, City Council Public Accounts Auditor III, to clarify what needed to be done in the case of future audits. We are documenting each members file. Also, per the Auditors suggestion, we confirmed that no dates were provided on the Board of Trustee Agenda when the DROP applications were approved therefore, there is no need to obtain a new DROP application for signatures, or correct the current applications, as long as the file is noted.

No pension benefit has been affected as a result of this error, and no member remained in the DROP for longer than 60 months.

Manning, Deborah

From: Hayes, Chuck
Sent: Thursday, April 07, 2016 4:25 PM
To: Manning, Deborah
Subject: Fwd: Your Drop Date is July 1, 2016
Attachments: Employment Out-Processing Checklist Form.pdf; ATT00001.htm; RETIREMENT CHECKLIST.pdf; ATT00002.htm

Sent from my iPhone

Begin forwarded message:

From: "Cooper, Rebecca" <RebeccaC@coj.net>
Date: April 7, 2016 at 4:04:35 PM EDT
To: "Hayes, Chuck" <CHayes@coj.net>
Subject: FW: Your Drop Date is July 1, 2016

As requested...

From: Cooper, Rebecca
Sent: Thursday, April 07, 2016 9:30 AM
To: Bass, Robert; Black, Gregory; Brinson, Derrick; Bunk, Dean; Dombrowski, Andrew; Dover, Robert; Gillespie, Gene; Hall, Roy; Hazouri, Ernest; Hopkins, Phillip; Johnson, Ted; Jones, Clarence; Lee, Michael; Linder, Josh; Pope, Rickey; Reed, Royce; Rhodes, Dexter; Scott, John; Senterfitt, Martin; Shortridge, Charles; Shuman, Troy; Wiechmann, Dwayne; Williams, Marvin
Cc: JFRDPayroll; Holsenbeck, Kathy; Franklin, Angel
Subject: Your Drop Date is July 1, 2016
Importance: High

I was just notified that your drop date is **July 1, 2016** not July 8.

Again, if you are planning to defer a portion of your leave hours into your 457(b) deferred compensation plan, please see one of the Great West representatives at the Benefits office in City Hall no later than **May 15, 2016**. Then, turn in a copy of your signed Participant Action Form to JFRD Payroll on or before **May 30, 2016** (the earlier the better).

Attached are copies of the Retirement Check-List and the Employment Out-Processing Form. Please make sure you fill out the upper part of the Out Processing Form with your information and get your station's Chief or Officer to sign and date at the bottom of the form. Bring the form with you when you turn-in your bail-out kit and etc. after your last day worked to Logistical Support. The Division Chief will also need to sign and date the bottom of the form before you turn it in to JFRD Payroll.

Your last paycheck will not get processed if the **Term Leave Form** and **Out- Processing Form** are not signed/received by JFRD Payroll the **following Monday after your retirement date**.

Should you have any question, please feel free to give us a call.

Thanks,

Rebecca Cooper

F/R Administration Supervisor, Payroll
Jacksonville Fire and Rescue Department
515 N. Julia Street, Jacksonville, FL 32202
Phone : 904.630.7028/0207/08/08
Fax: 904.630.4202