

2015-9-10
attachment

POLICE AND FIRE PENSION FUND
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MEMORANDUM

Date: September 16, 2015
To: Staff of the Police and Fire Pension Fund
From: Debbie Manning, Executive Assistant
Subject: PFPF Members Files

We are currently using a labeling system for the members individual files to indicate which members fall under Trustee Rule 13.3 as a newly hired Police Officer or Fire Fighter. This was implemented years ago when we set up the new filing system.

With the implementation of the new Ordinance adopted by the Pension Fund and City Council on June 19, 2015, we are going to add another phase to the labeling system as follows:

- Members with *less than 20 yrs. of service as of June 19, 2015*, will have a color coded label - **"B" with an orange color block** - placed on the opposite side of the file, across from the label.
- *New members hired after June 19, 2015*, will have a color coded label - **"C" with a yellow color block**, placed on the opposite side of the file, across from the label.
- Members with *20 yrs. or more of service prior to June 19, 2015*, will have *no* additional letter placed on the file as they are under the original plan.

Hopefully this will help to identify which plan the member is a part of for future reference.

Thanks,