

Effective Date: _____

Adopted by Board: _____

**SUPPLEMENTAL SHARE PLAN
UNIFORM RULES AND PROCEDURES**

Section 1. Intent and Purpose; adoption. It is the intent of the Board to create uniform rules and procedures for the administration of the Supplemental Share Plan set forth in Section 121.115, *Ordinance Code* (“Share Plan”). Accordingly, the Board hereby adopts this Supplemental Share Plan Uniform Rules and Procedures (“Policy”).

Section 2. Authority. The Board’s authority to adopt this Policy is pursuant to Section 121.115(f), *Ordinance Code*, which authorizes the Board to promulgate uniform rules and procedures for the administration of the Share Plan. .

Section 3. Definitions. Unless otherwise defined in this Policy, all terms, whether capitalized or not, shall have the meanings and context given to them in Article 22 of the *City of Jacksonville Charter* and Chapter 121, *Ordinance Code* (“Pension Plan”).

Section 4. Applicability. This Policy shall apply to all participant share accounts contained in the Share Plan.

Section 5. Corrective Adjustments to Share Accounts. The Executive Director-Plan Administrator is authorized without further board approval to make corrective adjustments to Share Plan participant share accounts during the year and prior to share distributions under the Share Plan. Corrective adjustments under this section shall include any adjustments to correct errors in ledger entries to individual participant share accounts made in the Pension Fund’s administration of the Share Plan. The Executive Director-Plan Administrator’s Share Plan corrective adjustments may be prospective or retrospective in nature, as deemed appropriate and necessary by the Executive Director-Plan Administrator, depending on the date of the Share Plan ledger entry error to be corrected. A “prospective adjustment” is a share account corrective adjustment made to a participant’s most recent share account ledger entry adjustment required under the Share Plan. Prospective adjustments shall apply to all participants entitled to the next immediate share account ledger entry required under the Share Plan. A “retrospective adjustment” is a share account corrective adjustment made to correct a prior share account ledger entry adjustment required under the Share Plan, other than the most recent required share account ledger entry adjustment. Retrospective adjustments shall apply to all affected prior Share Plan participants that are no longer in the Share Plan and all current participants entitled to receive the next immediate share account ledger entry adjustment required under the Share Plan.

Section 6. Share Account Distributions; Errors. The Executive Director-Plan Administrator shall administer share account distributions to participants in accordance with the Share Plan. Errors in distributions shall be administered in accordance with the Corrections Policy for Errors in Pension Plan Administration adopted by the Board of Trustees on _____.

Section 7. Amendments. This Policy may be amended with the approval of a majority of the Board.