

Addendum to the Defined Benefit Plan Adoption Agreement Defining Part-Time to Full-time Service Credit Conversion



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The Governing Body of _____ hereby adopts
this Addendum for _____, effective the first of
(Indicate ALL employees or division names and numbers)
_____, 20_____.

The terms of this Addendum are defined as follow:

1. The application of this Addendum is limited to **part-time employees who have been reported to MERS (or should have been reported) as meeting the established day of work definition (in accordance with Section 3(1) and 4(7) of the MERS Plan Document)**. Upon promotion from part-time to full-time status, these part-time employees shall have their accrued service converted to full-time service at the ratio of ____/_____.

For example, where the adopted ratio is 50/100, if a member worked as a part-time employee and accrued 2 years of service credit (reported to MERS), upon promotion to full-time status the accrued part-time service credit shall be adjusted from 2 years to 1 year.

2. Vesting and retirement eligibility shall be based on date of original hire without adjustment for conversion.
3. Upon promotion of an employee occurring after adoption of this Addendum, it is understood and agreed that it is the responsibility of this Employer to advise MERS.
4. At the time of any promotion to full-time status, **each part-time employee that is subject to this Addendum shall be advised by the Employer** of this Addendum and its effect upon the employee's accrued benefits.
5. It is expressly agreed upon and understood that MERS will not administer or recognize any alteration or modification of the language and terms of this Addendum.

Execution by Authorized Designee of Governing Body

The foregoing Addendum to the Defined Benefit Plan Adoption Agreement Defining Part-Time to Full-Time Service Credit Conversion is hereby approved by _____
(Name of approving employer)
on _____, 20_____.

Authorized signature: _____

Title: _____