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126TH MAINE STATE LEGISLATURE
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**Legislative Council Policy Establishing a
Retirement Incentive Program for
Employees in the Legislative Branch**

1. The Legislative Council authorizes the establishment of a retirement incentive program for legislative employees who are eligible to retire from State service. A legislative employee is eligible to receive the retirement incentive authorized under this policy if the employee is in a legislative employee group that is eligible for participation in the program and:
 - A. has been a bona fide employee of the Legislature for a period of at least five (5) years;
 - B. is eligible to retire from State service under the State's regular retirement plan (Retirement Plan 110);
 - C. has reached the employee's normal retirement age as defined under Maine Public Employees Retirement System provisions; and
 - D. makes application for participation in the manner established by the Legislative Council.
2. The amount of a retirement incentive is five thousand dollars (\$5,000) for an eligible full-time legislative employee and two thousand five hundred dollars (\$2,500) for an eligible part-time or session-only employee, or full-time employee for a period of less than 12 months. The retirement incentive will be paid in a single payment, subject to applicable income tax withholdings.
3. Costs to fund a retirement incentive must be paid for through achieving comparable, off-setting savings in the applicable legislative account.
4. Unless otherwise extended by the Legislative Council, the program terminates on September 30, 2015, for which the last effective retirement date under this program is October 1, 2015. An employee who has retired prior to the effective date is not eligible for the retirement incentive.
5. The Executive Director of the Legislative Council shall develop and administer the retirement incentive program.

ADOPTED BY THE LEGISLATIVE COUNCIL ON THE 28th DAY OF JUNE, 2011.

REVISED BY THE LEGISLATIVE COUNCIL EFFECTIVE: APRIL 29, 2013.

REVISED BY THE LEGISLATIVE COUNCIL EFFECTIVE: FEBRUARY 27, 2014.

BY: David E. Boulter
Executive Director of the Legislative Council

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**Application For Participation In Legislative Council
Retirement Incentive Program For Legislative Employees**

Full Name: _____ Legislative Office: _____

Social Security #: _____ Date of Retirement: _____

To be eligible for the incentive, this form must be fully completed and delivered to the Office of the Executive Director (115 State House Station, Augusta, ME 04333-0115 or Room 103 State House), no later than thirty (30) days prior to the employee's retirement date.

I hereby make application to participate in the Retirement Incentive Program. I hereby certify that I meet the following eligibility requirements:

1. I am retiring under the State's regular retirement plan (Retirement Plan 110);
2. I will have reached my normal retirement age under Maine Public Employees Retirement System (MainePERS) provisions by the effective date of my retirement;
3. The effective date of my retirement will be between February 28, 2014 and October 1, 2015, inclusive;
4. I am currently a legislative employee, am in an employee group that is eligible for participation in the program, and have been a bona fide employee of the Maine Legislature for at least 5 years. My date(s) of employment with the Legislature are: _____ (mm/dd/yyyy); and
5. I am employed as a:

full-time legislative employee (i.e. 40 hours per week, 52 weeks per year). In order to qualify for a one-time five thousand dollar (\$5,000) retirement incentive, at the time of application, the employee must have been in full-time status for a period of at least 12 months: retirement incentive payment of \$5,000.

part-time or session-only employee, or full-time employee for a period of less than 12 months: retirement incentive payment of two thousand five hundred dollars (\$2,500).

I understand and agree that the MainePERS will not include the retirement incentive payment as part of the average final compensation that is used to calculate the amount of my retirement pension.

I understand and agree that, once approved, the retirement incentive payment will be made by the Legislature in a single payment issued within approximately 30 days following the effective date of retirement and the payment is subject to applicable income tax withholdings.

I understand and agree that my participation in the Retirement Incentive Program is subject to verification of my eligibility by the Maine PERS and that payment will not be made unless all aspects of my eligibility have been verified.

By my signature, I represent that the above stated information is complete and accurate to the best of my knowledge.

Employee Signature: _____ Date: _____

FOR EXECUTIVE DIRECTOR'S OFFICE USE ONLY

Date Application Received:	Received by:
Date Verified:	Retirement eligibility verified by:
<input type="checkbox"/> Approved for payment: <input type="checkbox"/> \$5,000 <input type="checkbox"/> \$2,500	Executive Director & Date: (signature required)
<input type="checkbox"/> Denied/Reason:	Executive Director & Date: (signature required)