



Enrollment Guide for Local Government Employees

When an employer has more than one retirement plan, it can be difficult to decide the plan in which a new or returning employee should be enrolled. Below is a quick reference to assist you in enrolling employees in the correct retirement plan.

Note: Each political subdivision or local government (“local government”) plan is different. Participation in a specific plan design with one participating employer does not entitle the employee to the same plan design with a new employer.

New Hire Enrollment

Employees who have never participated in the specific retirement plan option as an employee of the local government should be enrolled in the current plan as of their date of hire.

Rehire Enrollment

Employees who previously participated in the political subdivision’s retirement plan as an employee of the same employer and have not lost membership, as described in the next section, should be enrolled in the plan in which he/she previously participated.

If the local government has withdrawn from TCRS, only retired (returning full time) or rehired employees who previously participated in the local government’s closed plan, and have not lost membership, should be re-enrolled in the closed TCRS plan.

Enrollment for Employees who have Lost Membership

Lost membership occurs when a member 1) has not vested in TCRS and subsequently leaves TCRS-covered employment for seven or more years or 2) has taken a refund of his/her account balance. Any former employee who has lost membership should be enrolled in the current plan available to New Hires.

Considerations for Employees with Service under Multiple Plans

When a member accrues TCRS retirement credit under multiple plans, he/she will be eligible for a split benefit at retirement. While the member’s full service and salary history will be used for vesting and average

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final compensation calculations, a separate benefit will be calculated for each plan in which the member participated, using the benefit formula specific to each plan. At retirement, the member will receive one monthly benefit payment comprised of the total benefit calculations.

Online Retirement Resource for Local Government Employers

- [Enrollment Decision Guide for Local Government New Hires](#)

If there are any questions regarding enrollment, please contact the Employer Reporting Team, listed under *For Employers* at RetireReadyTN.gov.