



## PERA PHASED RETIREMENT OPTION (PRO) PROGRAM EMPLOYEE PROCESS

### First PERA PRO Agreement

- Meet PERA's requirements for participation in the PRO program
- Ask supervisor if department allows use of PRO program and if you can participate
- Discussion should include:
  - »Department requirements
  - »Length of PRO Agreement - *can be less, but no more, than 12 months*
  - »Start and End Date of Agreement - *(Start Date must be the 1<sup>st</sup> day of a pay period and prior to or on the 1<sup>st</sup> day of the month you begin to receive your PERA pension*
  - »Work schedule
  - »Work Responsibilities
- If supervisor agrees, request PRO Agreement from [HR.Benefits@Hennepin.us](mailto:HR.Benefits@Hennepin.us) with the following information:
  - »Your name and county employee ID number
  - »Start and end date of the PRO Agreement
- HR-Benefits will prepare PRO Agreement form and send to you and your supervisor
- Supervisor requests additional approvals from Department Director or their designee and department's Assistant County Administrator (required)
- After** all required approvals are received, you and supervisor sign the PERA PRO Agreement
- Scan and email signed PRO agreement to [HR.Benefits@hennepin.us](mailto:HR.Benefits@hennepin.us) – **Do not send to PERA**
- HR-Benefits sends signed PRO Agreement to PERA and a copy to APEX contact
- Submit your [Application for PERA Retirement Benefits](#) form to PERA

### PERA PRO Agreement Renewal

- Supervisor and employee receive a reminder email from HR-Benefits approximately 2 months prior to end of current PRO agreement
- Discuss renewal of PRO Agreement with your supervisor
- If supervisor agrees, email [HR.Benefits@hennepin.us](mailto:HR.Benefits@hennepin.us) to request a renewal PRO Agreement form with the following information:
  - »Your name and county employee ID number
  - »Start and end date of PRO renewal agreement
- HR-Benefits will prepare renewal PRO Agreement form and send to you and your supervisor
- Supervisor requests additional approvals from Department Director or their designee and Assistant County Administrator for the department (required)

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- After** all required approvals are received, you and supervisor sign the renewal PRO Agreement
- You scan and email the signed renewal PRO Agreement to [HR.Benefits@hennepin.us](mailto:HR.Benefits@hennepin.us) – **Do not send to PERA**
- Benefits will send a copy of the signed renewal PRO Agreement to APEX contact

### **End of PERA PRO Agreement/Participation**

- Review Pre-Retirement Checklist on the [Benefits Retirement](#) web page
- Complete *Resignation/Retirement* form and give to supervisor
- Complete *Request for Benefits Continuation Eligibility* form and send to [HR.Benefits@hennepin.us](mailto:HR.Benefits@hennepin.us)
- Complete Parts A and B of PERA's *Conclusion of Phased Retirement Option/Verification of Employment Status* form and send to [HR.Benefits@hennepin.us](mailto:HR.Benefits@hennepin.us)