

## **DEDUCTIONS FROM RETIREE PAYMENTS POLICY**

### **I. PURPOSE**

For the purposes of and on the conditions provided in Government Code Section 31452.5, the Chief Executive Officer may enter into an agreement with an organization for SCERA to deduct dues and similar assessments from retiree payments and to forward such amounts to the organization or a designated third party. This policy provides the following conditions for consideration.

### **II. POLICY**

- A. A minimum of 25 retirees/beneficiaries execute revocable written authorization to make the deduction.
- B. The agreement provides for elimination of the deduction at any time the total retirees/beneficiaries authorizing the deduction falls below 25.
- C. Should the request for deduction require more than 10 manual data entry changes per month by SCERA, at SCERA's option the request for deduction must be made in the form of a SCERA approved up-loadable file format.
- D. Any payment must be to the organization rather than a third-party administrator. No more than one payment each month will be made to an organization.
- E. The agreement provides for a hold harmless provision, holding SCERA harmless for any damages not caused by the intentional wrongdoing of SCERA.
- F. The organization agrees to pay and does pay a reasonable fee charged by SCERA for the making of the deductions and payments, including administrative issues arising as a result. SCERA may require an estimated fee to be paid in advance, subject to final billing.

### **III. REVIEW**

The Board shall review this policy at least every three years to ensure that it remains relevant and appropriate.

#### IV. HISTORY

The Board adopted this policy on 2/21/2013, previously named the Deductions From Retiree Warrants Policy.

Reviewed and revised 7/25/2019.

Reviewed on 7/21/2022.