

CAO POLICIES AND PROCEDURES REGARDING THE EARLY RETIREMENT INCENTIVE PROGRAM (ERIP)

Updated 10/30/09

1. All ERIP Election Forms must be completed and submitted to the CAO's Office during the 45-day ERIP window period ("enrollment period").
2. The CAO's Office shall receive completed ERIP Election Forms during the 45-day enrollment period.
3. The enrollment period will open at 8:00 a.m. on November 2, 2009 and close at 5:00 p.m. on December 16, 2009. The time is Pacific Standard Time.
4. A completed ERIP Election Form shall include the following:
 - a. All designated required fields must be filled out.
 - b. Must be received by the CAO's Office within the 45-day enrollment period.
 - c. Must be received by the CAO's Office in any of the following ways:
 - i. Internet ("electronic submission") – erip.lacity.org
 - ii. Email to: erip@lacity.org
 - iii. Fax to: (213) 978-7613
 - iv. Mail to: City Administrative Officer
Employee Relations Division
200 North Main Street
Room 1200
Los Angeles, CA 90012
 - v. In Person: Weekdays 8:00 am to 5:00 pm
(Excluding City holidays)

City Hall East
200 North Main Street
Room 1200
Los Angeles, CA 90012
 - d. Must be signed by the eligible ERIP employee (unless signed by an authorized designee via an approved Limited Power of Attorney). A copy of a Limited Power of Attorney is available at erip.lacity.org. The signed ERIP Election Form must be received by the CAO's Office within the 45-day enrollment period.

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- e. Includes the submission of a signed Severance Agreement within the 45-day enrollment period. The signed Severance Agreement must be received by the CAO's Office within the 45-day enrollment period.
5. A received ERIP Election Form shall include the following:
- a. ERIP Election Forms and Severance Agreements submitted to the CAO prior to 8:00 am on November 2, 2009, shall not be accepted and shall not be processed.
 - b. ERIP Election Forms and Severance Agreements submitted to the CAO after 5:00 pm on December 16, 2009, shall not be accepted and shall not be processed.
 - c. The time-stamp of all completed Election Forms submitted during the 45-day enrollment period shall be as follows:
 - i. Internet – the recorded date and time of the electronic submission when it was received by the CAO
 - ii. Email – the recorded date and time of the email when it was received by the CAO
 - iii. Fax – the recorded date and time of the fax when it was received by the CAO
 - iv. Mail – the time-stamp of the date and time when it was received by the CAO
 - v. In Person – the time-stamp of the date and time when it was received by the CAO
6. Grandfathered Participant
- a. A "Grandfathered Participant" is defined as a City retiree who was an active LACERS member that retired on or after June 26, 2009, but prior to the first day of the ERIP enrollment period (November 2, 2009). A Grandfathered Participant must meet all of the requirements set forth to be eligible to receive the ERIP benefits as contemplated in the June 26, 2009 Council motion (CF 09-1320).
 - b. Grandfathered Participants shall be deemed to have submitted (and the CAO's office shall be deemed to have received) a completed ERIP Election Form when the retirement application resulting in his/her retirement was first filed with LACERS.

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- c. The CAO shall notify LACERS members in writing if they qualify under ERIP as a Grandfathered Participant.
7. Limited Classification
- a. The CAO shall list the Excluded Classifications, Limited Classifications, and the maximum number of ERIP packages available for Limited Classifications. The lists may be accessed at erip.lacity.org.
 - b. The earliest initial date of LACERS membership receives priority.
 - c. If there is a tie, then the person with the longer time of employment in the Limited Classification shall prevail.
 - d. If there is still a tie, then the person whose completed ERIP Election Form was first received by the CAO prevails (a "Grandfathered Participant" shall be deemed to have submitted a completed ERIP Election Form when the retirement application resulting in his/her retirement was first filed with LACERS).