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INTRODUCTION

Upon hiring, all full time City employees are automatically enrolled in one of the employee pension plans offered by the City. The various primary retirement plans include:

Primary Retirement Plans

The Florida Retirement System (FRS)  Includes all full-time employees hired prior to January 1, 1996.

The Altamonte Springs Police Officers’ Defined Benefit Pension Plan  Includes all full-time Police Officers hired on or after January 1, 1996.

The Altamonte Springs General Employees’ Defined Benefit Pension Plan  Includes full-time employees other than Police Officers hired on or after January 1, 1996.

The Altamonte Springs General Employees’ Defined Contribution Investment Plan  Includes General Employees who have elected to move from the General Employees’ Pension Plan to the General Employees Investment Plan. This is an investment plan. Participants make their own investment decisions. This plan is not available to Police Officers.

For pension purposes, full-time employees carry one of several classifications. These include:

- **Police Officer**
  Sworn Police Officers employed by the City as Police Officers

- **General Employee**
  All full-time employees, other than Police Officers, further classified as either –

  - Regular Employee.
    General Employees other than Senior Management

  - Senior Management.
    Department Directors, City Manager, and Elected Officials.
In addition to the primary retirement plans, the City offers supplementary retirement plans to full-time employees. These include:

<table>
<thead>
<tr>
<th>Supplemental Retirement Plans</th>
</tr>
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<tbody>
<tr>
<td><strong>Executive Employees Investment Pension Plan</strong></td>
</tr>
<tr>
<td><strong>The Police Officers’ Share Plan</strong></td>
</tr>
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<td><strong>The Altamonte Springs Deferred Compensation Pension Plan (Sec 457 Plan)</strong></td>
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</tbody>
</table>

This *Summary Plan Description* is for Police Officers enrolled in the *Altamonte Springs Police Officers’ Pension Plan*. There are separate summary plan descriptions for each of the other pension plans. This guide explains your retirement plan - its benefits and policies, and your rights as a member of the City of Altamonte Springs Police Officers’ Pension Plan. Membership in the Pension Plan is an important benefit provided to you by the City.

This guide is a basic employee handbook intended to be a reference for you. Inside you will find explanations of certain provisions of your Pension Plan. You are encouraged to study these provisions to familiarize yourself with the benefits provided by the Plan.

This handbook is only a brief explanation of the Plan. As much as possible, this guide has been written in nontechnical terms, avoiding the formal language of retirement laws and rules.
However, if there are any conflicts between this handbook and the ordinances of the City of Altamonte Springs, the ordinances will govern. A copy of the ordinances governing the Plan can be obtained from the City Clerk. If you have questions about a particular item or issue, please contact the City’s Human Resources Department.

## BASIC PLAN INFORMATION

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>The Altamonte Springs Police Officers’ Pension Plan (the Plan).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Plan</td>
<td>The Plan is a defined benefit plan, qualified under section 401(a) of the Internal Revenue Code.</td>
</tr>
<tr>
<td>Administration</td>
<td>The Plan is administered by the Altamonte Springs Police Officers’ Pension Plan Board of Trustees (Code Ch. 2-42.03).</td>
</tr>
<tr>
<td>Service of Legal Process</td>
<td>The Board Chairman is designated for service of legal process. The contact information is: Board Chairman, Altamonte Springs Police Officers Pension Plan 225 Newburyport Avenue Altamonte Springs, FL 32701</td>
</tr>
<tr>
<td>Provisions of Law</td>
<td>The Plan was established in 1995 and is operated pursuant to applicable law including but not limited to the United States Internal Revenue Code, Chapters 112 and 185, Florida Statutes, City Code of Ordinances (“Code”), Chapter 2, Article II, Division 4, and other City ordinances and resolutions.</td>
</tr>
<tr>
<td>Funding</td>
<td>The Plan is contributory; contributions are made by members and the City (Code 2-42.05). The Plan is also funded by premium tax revenues distributed annually by the State of Florida pursuant to Chapter 185, Florida Statutes.</td>
</tr>
<tr>
<td>Plan Year</td>
<td>The Plan Year is October 1st through September 30th. Plan records are maintained on a Plan Year basis (Code 2-42.01(20)).</td>
</tr>
<tr>
<td>Employment Rights Not Implied</td>
<td>Membership in the Plan does not give you the right to be retained in the employment of the City, nor does it give you a right or claim to any benefit you have not accrued under the terms of the Plan.</td>
</tr>
</tbody>
</table>
The City of Altamonte Springs Police Officers' Pension Plan is administered by a Board of Trustees. The Board consists of five Trustees, two of whom are legal residents of the City, appointed by the City Commission, two of whom are Members of the Plan (Police Officers elected by other Police Officers who are Members of the Plan), and a fifth Trustee who is chosen by a majority of the first four Trustees and appointed by the City Commission. Each Trustee serves a four-year term.

The Board meets once every three months, usually in City Hall. The dates, times and locations of these meetings are publicly posted. The meetings are open to the public.

The Board consist of the following individual members. The Chairman of the Board of Trustees is designated as agent for the service of legal process.

<table>
<thead>
<tr>
<th>Board of Trustees at August 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elected Board Members</strong></td>
</tr>
<tr>
<td>Steven F. Deloach, Jr., Chairman</td>
</tr>
<tr>
<td><strong>Board Members Appointed by the City Commission</strong></td>
</tr>
<tr>
<td>James Perry, Secretary</td>
</tr>
<tr>
<td><strong>5th Member</strong></td>
</tr>
<tr>
<td>Robert Williams</td>
</tr>
</tbody>
</table>

The contact address for Board members is 225 Newburyport Avenue, Altamonte Springs, FL, 32701.

**CONTRIBUTIONS**

The Plan is an employee contributory plan. This means you are required to contribute to the Plan. One percent (1%) of your compensation is deducted from payroll and paid into the Plan. Use of these contributions is restricted for the sole purpose of funding the Plan. Other contributions come from the State and the City. The City contributes an amount equal to the normal cost of the
Plan and an amount required to fund any actuarial deficiency shown by the most recent actuarial valuation. The City is ultimately responsible for contributing sufficient funds to ensure the Plan remains adequately funded. Your Member contributions are “picked up” by the City in accordance with sec. 414(h) of the Internal Revenue Code, which means those contributions are considered employer contributions for tax purposes, but your pay is reduced by an amount equal to the Member contribution amount. This allows your employee contributions to be made pre-tax. (Code 2-42.05(1)(a)).

Refund of Contributions
You may request a refund of contributions you made to the Plan if you terminate all employment with the City. Your refund will not include contributions made by or from any source other than yourself, nor will your refund include any interest. **If your employee contributions are refunded, you waive the right to a future benefit under the Plan, and you lose any accrued benefits forever.** Further information can be obtained from the City’s Human Resources Department (Code 2-42.10(1)).

**BENEFICIARY DESIGNATION**

Before You Retire
A beneficiary is a person or persons named by you to receive any pension benefits due if you die before retirement. When you started work, you should have filled out a form naming one or more beneficiaries. You may name any person or persons you choose as beneficiary (Code 2-42.13(1)).

While employed by the City, you may change the beneficiary at any time by completing a new designation of beneficiary form. This is important to remember if your designated beneficiary dies or your marital or family status changes. **A Member’s will or divorce decree has no bearing on how Member survivor’s benefits are paid.** Any benefits due upon your death are paid only to the designated beneficiaries or to your estate if you have not named a beneficiary or if your designated beneficiary has died (Code 2-42.21).

When You Retire
When you retire, you will be asked to rename a beneficiary and to choose a retirement option on your application for retirement. Retirement options are explained later under the section titled “RETIRING FROM THE CITY”.

- If you choose option 1, 2, or 4, you may name a beneficiary as described above.

- If you choose option 3, you must name a person as your beneficiary who qualifies as a joint
annuitant.

Please refer to the Plan for more details and restrictions on this subject (Code 2-42.11).

**After You Retire**

If you retire under option 1, 2, or 4, you may change your designated beneficiary at any time. If you choose option 3, you may change your joint annuitant only two times after your retirement benefit has started, and only if the joint annuitant is still living at the time of the change. When you change your joint annuitant, the monthly benefit you receive will be adjusted based on your current age and the age of your new joint pensioner annuitant (Code 2-42.11(2)).

**VESTING**

Being vested means you are eligible to receive a current or future retirement benefit. You vest in the Plan upon the completion of six years of creditable service. Once you vest, you are eligible for a future benefit when you leave employment with the City and apply for your retirement benefit. Being vested does not entitle you to a disability benefit based on a disability that occurs after you terminate employment (Code 2-42.10(2)).

You will lose your vested rights if:

- You forfeit your benefits as described in the section “FORFEITURE OF BENEFITS”, (Code 2-42.22), or
- You receive a refund of your member contributions (Code 2-42.10(4)).

**TERMINATING EMPLOYMENT BEFORE RETIREMENT**

When you terminate your employment as a police officer before retiring, you have some decisions to make. Your available options will vary depending upon your vesting status at the time of your termination.

**Before You Are Vested**

If you terminate your employment with the City prior to being vested, retirement is not an option. However, you can:

- Request and receive a refund of your member contributions, without interest, forfeiting all future benefits, or
Leave your member contributions on deposit with the Plan and retain all service credit you earned in the event you return to employment with the City as a Police Officer (Code 2-42.10(1)).

**After You Are Vested**
If you terminate your employment with the City after you are vested, you can:

- Receive a refund of your member contributions, without interest (Code 2-42.10(4)),
- Leave your member contributions on deposit with the Plan and retain all service credit you earned in the event you return to employment with the City as a Police Officer (Code 2-42.10(2)), or
- Retire. Depending on your age, you can take a normal or early retirement immediately or defer your retirement until a future date of your choice.

Upon reaching age 50 years or more, you may retire at the actuarial equivalent of the amount of the retirement income otherwise payable to you, based on your Credited Service, Annual Final Compensation, and the accrual benefit rate as of your date of termination, or

Upon reaching age 55 years, you are entitled to an unreduced monthly retirement benefit determined in the same manner as for normal retirement and based on your Credited Service, Average Final Compensation, and the benefit accrual rate as of your date of termination.

If you choose to retire early (before reaching your annual normal retirement date), your benefit will be reduced based upon your age at retirement.

To avoid or minimize benefit reduction for early retirement, you could choose to postpone your retirement. If you defer your retirement, the amount of your benefit will be calculated using your age at the time you begin receiving benefits (Code 2-42.10(2)).

If you return to employment with the City as a Police Officer within five (5) years of termination and you have not received a refund of your member contributions, you will retain all of your earlier creditable service.

If you do not make a retirement decision, your retirement benefits must begin by April 1 of the calendar year immediately after you reach age seventy and one-half (70½), or upon reaching your
normal retirement date, whichever occurs first. The Plan will begin paying retirement benefits to you under benefit option 2. Once payments begin you cannot change this option.

**YOUR RETIREMENT BENEFIT**

**Retirement Benefit Formula**
Your pension benefit will be paid to you monthly. The amount of the monthly pension benefit payment you receive when you retire depends on your Average Final Compensation, age, Percentage Value, years of Creditable Service, and the benefit payment option you select. The formula for calculating the normal monthly retirement benefit is as follows:

First, calculate the amount of the normal annual retirement benefit like this:

| Average Final Compensation | times | Percentage Value (3%) | times | Years of Creditable Service | equals | Normal Annual Retirement Benefit |

Then calculate the amount of the normal monthly retirement benefit by dividing the normal annual retirement benefit by twelve (12) like this:

| Normal Annual Retirement Benefit | divided by 12 | equals | Normal Monthly Retirement Benefit |

- **Average Final Compensation** is the average annual compensation of the five best of the last ten years of Creditable Service prior to retirement. Certain payments are not included in compensation. These are lump sum payments for accrued leave, clothing, meal, mileage, telephone, or vehicle allowances, and overtime in excess of 300 hours per year. Payments for extra duty or a special detail work performed on behalf of a second party employer are also not included in compensation (Code 2-42.01(4)).

- **Percentage Value** is the value you receive for each year of your Creditable Service. This amount is 3% (Code 2-42.01(18)).

- **Creditable Service** is your total number of years and fractional parts of years of service as a City Police Officer with Member contributions (Code 2-42.01(11)).

- **Coordination of Benefits**. If you transfer from the Altamonte Springs General Employees’ Pension Plan to this plan, or from this plan to the Altamonte Springs General Employees’ Pension Plan, due to a change in employment status your pension status is subject to the
following rules:

- **Date of Transfer.**
  The date of transfer shall be the date when the change in employment occurs.

- **Calculation of Benefits.**
  Your total retirement benefits will consist of a combination of the following:

  - Benefits payable by the previous plan
    Your accumulated contributions remain funds of the previous plan. If you were vested in the previous plan at the date of transfer your retirement benefit from the previous plan will be calculated by using the benefit multiplier and your salary as of the date of transfer. This benefit will commence on your normal retirement date pursuant to this plan. You are not eligible for any other benefits from the previous plan. If you were not vested in the previous plan prior to transfer, you are not eligible for a benefit from the previous plan.
  
  - Transfer from this plan
    If you become eligible for membership in the Altamonte Springs General Employees’ Pension Plan because of a change in status, the rules regarding your pension status following the transfer are as described above.

**Other Types of Creditable Service**
In addition to the service credit you earn for current work, you may claim credit for certain other types of service to increase your benefits. To receive extra service credit, you may be required to pay additional retirement contributions. Other types of qualified creditable service include the following:

- **Qualified Military Service.**
  A military leave-of-absence occurs when you leave your City police officer position for the purpose of voluntary or involuntary service in the armed forces of United States. If you return to City employment as a police officer within one year of release from active military service, you may receive credit for up to five years of such active military service. You must pay to the plan the employee contributions missed during your absence.

- **Workers’ Compensation Credit.**
  You may claim up to two years of creditable service for periods you receive temporary Workers’ Compensation payments if you return to employment as a Police Officer for at least 30 days or you retire on a disability (Code 2-42.01(11)(f)).
Leave-of-Absence Without Pay Credit.
A leave-of-absence without pay is a period when you are on approved leave from work without pay and plan to return to work after your leave. You may claim up to 2 years of such time as creditable service if you have at least 10 years of creditable service, the leave was approved in writing, in advance, by the City and the Board of Trustees, you return to work as a Police Officer immediately upon termination of the leave-of-absence and remain employed for at least 30 days, and you pay into the Pension Trust Fund the full amount of both the City and employee contributions, based on your total monthly compensation in effect for the pay period immediately preceding the period of authorized leave of absence, with interest, for the period of creditable service claimed (Code 2-42.01(11)(d)).

Suspension Without Pay Credit.
If you are suspended without pay and later reinstated, you may purchase creditable service for up to two years. You must return to active employment as a Police Officer for at least 30 days and pay the Pension Trust Fund the full amount of both City and employee contributions based on your total monthly compensation in effect for the pay period immediately preceding the period of authorized leave of absence, with interest, for the period of creditable service claimed (Code 2-42.01(11)(e)).

OTHER BENEFITS NOT PROVIDED BY THE PENSION PLAN

Social Security Coverage
As a City employee you are automatically covered for Social Security and Medicare. Your pension plan benefits provided through the Police Officers’ Pension Plan are not offset (reduced) by Social Security benefits you receive. Social Security contributions are automatically deducted from your salary and matched by the City.

Although Social Security coverage is a part of your overall benefit package, the City has no control over your Social Security or Medicare benefits. Information on Social Security or Medicare benefits can be obtained from the local Social Security office or call the toll-free number, 1-800-772-1213, or visit their website at www.ssa.gov.

Deferred Compensation Program
In addition to the pension benefits provided by the Pension Plan, as a City employee you have the opportunity to participate in the City’s deferred compensation program operated under Section 457 of the Internal Revenue Code. This program provides you the opportunity to build tax-deferred retirement savings separate and distinct from the Pension Plan.
You can elect to defer a portion of your current compensation on a pre-tax basis through payroll deduction. This pre-tax advantage allows you to defer federal income taxes on the amount you invest, as well as, on earnings on your investments, until you withdraw your money from the program, usually during retirement when you may be in a lower tax bracket. The amounts you withdraw from your deferred compensation account are in addition to pension plan benefits or any other benefits you may receive.

This program is completely voluntary with deposits into your deferred compensation account made solely by you. Your pension plan benefits provided through the Pension Plan are not affected in any way by your participation in the deferred compensation program. Further information can be obtained from the City’s Human Resources Department.

**RETIRING FROM THE CITY**

**Normal Retirement**
Your normal retirement date is the time you are first eligible to receive a retirement benefit without a reduction of the benefits because of your age. You qualify for normal retirement at the earlier of (Code 2-42.06(1)):

- The attainment of age 55 and the completion of 6 years of Creditable Service, or
- The completion of 25 years of Creditable Service, regardless of age.

**Early Retirement**
If you have at least 6 years of Credited Service but have not reached your normal retirement date, you can take early retirement. The amount of the retirement benefit will be reduced by one-quarter of one percent (0.25%) for each month the commencement of retirement benefits precedes your normal retirement date (age 55 with at least 6 years of creditable service, or, 25 years of creditable service, regardless of age). For example, if you decide to retire early, after say 20 years of creditable service, 5 years before your full 25 years of creditable service necessary for normal retirement, your monthly pension benefit would be reduced by 15% (60 months X 0.25% = 15%) (Code 2-42.06(4)).
Retirement Benefit Options

When you retire and before you can begin receiving your pension benefits, you must choose one of the four benefit options, or methods of payment, described below. Once you cash or deposit your first benefit payment, your option selection cannot be changed.

Option 1 is considered the Normal Benefit Option. Options 2, 3, and 4 are adjusted to be actuarially equal to Option 1. Generally, Option 2 will provide the highest monthly benefit since no benefits are payable after you die. For options 1 and 3, the monthly benefit is usually lower because the total benefits are expected to be paid for a longer period of time to you and your beneficiary. Under each option the total dollar value of benefits is actuarially equal to what you alone are expected to receive under Option 1.

**Option 1 10 Years Certain and Life Thereafter (normal retirement option)**

This option provides a monthly pension benefit to you for so long as you live. If you die within 10 years after your effective retirement date, your beneficiary will receive a monthly benefit payment in the same amount as you were receiving for the balance of the 10-year period. No further benefits are then payable. If you die 10 or more years after payment of your benefits commenced, no benefits will be payable to your beneficiary. *This is considered the normal retirement option* (Code 2-42.06(2)).

**Option 2 Life Only**

This option provides a monthly pension benefit which is larger than the Option 1 benefit but is only payable for so long as you live. Upon your death no further benefits will be paid (Code 2-42.11(1)(a)).

**Option 3 Joint Annuitant**

This option provides a reduced monthly pension benefit to you while both you and your joint annuitant are living. Upon the death of either you or your joint annuitant, the monthly pension benefit payment to the survivor will be adjusted to 100%, 75%, 66 2/3% or 50% of the amount you were receiving while you both were living. At the time you retire, you must choose the adjustment percentage. No further benefits are payable after both you and your joint annuitant are deceased (Code 2-42.11(1)(b)).

**Option 4 Partial Lump Sum**

This option allows you to take a portion of your pension benefits in a lump sum at retirement with the balance paid as a reduced lifetime monthly pension benefit paid as described in Options 1, 2, or 3. (Code 2-42.11(1)(d)).
**DISABILITY BENEFITS**

**Regular Disability Benefits**
You are eligible for regular (not-in-line-of-duty) disability benefits if you have completed at least 8 years of creditable service. Your disability must be total and permanent and the injury or illness causing the disability must have occurred before you terminate employment with the City. The minimum regular disability retirement benefit paid under Option 1 is twenty five percent (25%) of your average final compensation. Your actual earned benefit, based on your years of service, will be used if higher than the minimum of twenty five percent (25%) (Code 2-42.09(5)).

**In-Line-of-Duty Disability Benefits**
You are eligible for in-line-of-duty disability benefits beginning on your first day of covered employment, regardless of length of service. To qualify as an in-line-of-duty disability, the disability must be total and permanent and, in the opinion of the Board, directly caused by an injury or illness that happens in the performance of duties as a Police Officer. The minimum in-line-of-duty disability retirement benefit paid under Option 1 is 65% of your final average compensation. Your actual earned benefit, based on your years of service, will be used if it is higher than the minimum of 65% (Code 2-42.09(4)).

**Presumptions**
You may be entitled to a presumption the disability was incurred in the line of duty if the disability was due to tuberculosis, hypertension, heart disease, hardening of the arteries, meningococcal meningitis, or, hepatitis pursuant to the provisions of sections 112.18, 112.181, and 185.34, Florida Statutes (Code 2-42.09(3)).

**Optional Disability Benefits Coverage**
In addition to the disability benefits provided by the Pension Plan, the City provides all City employees the opportunity to purchase additional disability insurance at group rates through payroll deduction. The City offers both short-term and long-term disability options. Short-term covers temporary disabilities lasting less than six months. Long-term covers long-term or permanent disabilities lasting longer than six months. These policies pay income directly to you in the event you become disabled as defined by the insurance policies. Disability benefits provided by the Pension Plan are not offset or reduced by benefits you may receive from these optional disability insurance programs. However, disability benefits provided by these optional disability insurance programs may be affected by the disability benefits provided by the Plan. Further information on these optional disability insurance programs can be obtained from the City’s Human Resources Department.
Other Disability Benefits Not Provided by This Plan
If you become disabled you may be eligible for benefits through Florida’s Workers Compensation Program and/or the Federal Social Security Administration. However, these programs are administered separately from the Pension Plan. For questions relating to workers compensation please refer to the Florida Department of Financial Services, Division of Workers Compensation. For questions relating to Social Security please refer to the Social Security Administration.

DIVORCE OR LEGAL SEPARATION: QUALIFIED DOMESTIC RELATIONS ORDER

The Board will comply with a qualified domestic relations order (QDRO), a legal order resulting from a divorce or legal separation that gives the divorced or legally separated spouse or other dependent their share of an asset, such as a pension or retirement plan benefit. The Plan does not write the QDRO. This must be done by you or your attorney. You must submit the domestic relations order to the Board of Trustees. The Board shall determine the qualified status of the order and notify the member and each named alternate payee, in writing, of its determination. For additional information, please see the City of Altamonte Springs Police Officers’ Pension Plan Procedures for Determining Acceptance of Domestic Relations Orders.

SURVIVOR BENEFITS

Regular Survivor Benefits
If you die other than in the line of duty with less than 6 years of creditable service, the Plan will refund 100% of your accumulated Member contributions to your named beneficiary. Other than that, there are no pension benefits available to your survivors (Code 2-42.08(2)(a)).

If your death occurs after you have completed 6 years of creditable service, a beneficiary, if a joint annuitant, who is your spouse, dependent child or any person receiving at least 50% of his or her support from you, may choose one of the following benefits:

- A refund of your Member contributions, without interest; or

- An immediate or deferred lifetime monthly benefit calculated as if you had retired on the date of death and chosen the 100% joint and survivor benefit option (Option 3). The benefit will be adjusted for early retirement if you were not of normal retirement age at the time of your death (Code 2-42.08(2)(b)).

If your beneficiary does not qualify as a joint annuitant, he or she is entitled only to a refund of
your personal contributions. No monthly benefit would be payable (Code 2-42.08(2)(b)).

If you die while performing Qualified Military Service your beneficiaries are entitled to any benefits you would have been entitled to had you resumed employment and then died while employed.

**In-Line-of-Duty Survivor Benefits**
If you die in the line of duty your spouse may elect one of the following two benefit options.

- **Option One**, a lifetime monthly benefit equal to seventy-five percent (75%) of your average monthly salary. This benefit continues so long as your spouse is alive, regardless of his or her future marital status, or,

- **Option Two**, if you were vested, the surviving spouse can elect to receive a monthly benefit computed as if you retired on the date of death and elected the 100% joint and survivor optional form of benefit (Option 3).

- If your surviving spouse dies, the monthly payments paid to your spouse will be paid for the use and benefit of your natural or adopted child or children under 24 years of age and unmarried. These payments will continue until the 24th birthday of the youngest child.

- If there is no surviving spouse, the monthly benefit described above will be paid for the use and benefit of your natural or adopted child or children under the age of 24.

- If there is neither a surviving spouse or children but there is a surviving parent or grandparent or any person age 24 or older for whom you are the legal guardian and for whom you provide at least one-half of the financial support then the survivor benefits describe above shall be paid for the use and benefit of such survivor(s). (Code 2-42.08(1)).

**Presumptions**
Your survivors may be entitled to a presumption that your death was incurred in the line of duty if the death was due to tuberculosis, heart disease, hardening of the arteries, hypertension, hepatitis, or, meningococcal meningitis as described in sections 112.18 and 112.181, Florida Statutes (Code 2-42.09(3)).
OTHER SURVIVOR BENEFITS NOT PROVIDED BY THE PENSION PLAN

Life Insurance
In addition to the pension benefits provided by the Plan, if you die while actively employed by the City as a Police Officer, your survivors may be entitled to other death benefits. These include:

- Basic Life Insurance Coverage.
  The City, at its expense, provides basic life and accidental death and dismemberment insurance for every full-time employee. If you die while employed by the City, this policy will provide a single death benefit to survivors equal to your annual salary. If your death was the result of an accident, the benefit is two times your annual salary.

  In addition to the basic life and accidental death and dismemberment insurance the City, at its expense, provides additional accidental death and dismemberment insurance coverage for every full-time employee.

  Your survivor(s) will receive $75,000 if, while you are engaged in law enforcement duties, you are accidentally killed or receive accidental bodily injury which results in your death, provided such killing is not the result of suicide and that such bodily injury is not intentionally self-inflicted.

  Your survivor(s) will receive an additional $75,000 if you are accidentally killed while engaged in law enforcement duties, and the accidental death occurs while you are in fresh pursuit, responding to an emergency, at the scene of a traffic accident to which you have responded, or enforcing a traffic law.

  If, while in the line of duty, you are unlawfully and intentionally killed or die from the result of such unlawful and intentional act, your survivor(s) will receive a single payment of $225,000.

  This policy also provides benefits for dismemberment occurring in the line of duty, such as the loss of hand(s), feet, speech and hearing, sight and finger(s). Please note the stated dollar values were the amounts in effect as of October 1, 2022. They are subject to periodic change (Ch. 112.19, Florida Statutes).

In addition to the preceding, you may purchase, at your expense, additional life insurance coverage at group rates through payroll deduction. Further information on this City program can
Further information on these City programs can be obtained from the City’s Human Resources Department.

**Survivor’s Health Insurance Premium Benefit**

If a police officer is killed in the line of duty as the result of an act of violence inflicted by another person while engaged in the performance of law enforcement duties or as a result of an assault against the officer under riot conditions the City will pay the entire premium for the officer’s surviving spouse until remarried, and for each dependent child of the officer until the child reaches the age of majority or until the calendar year in which the child reaches age 25 if:

- At the time of the officer’s death, the child is dependent on the officer for support; and
- The surviving child continues to be dependent for support, or the surviving child is a full-time or part-time student and is dependent for support.

There are limitations to this benefit. Please refer to Chapter 112.19, Florida Statutes for more information.

**Survivor’s Education Waiver**

If a police officer is accidentally killed as specified in Chapter 112.19(2)(b), Florida Statutes, or is unlawfully and intentionally killed as specified in Chapter 112.19(2)(c), Florida Statute, the State of Florida will waive certain educational expenses that the child or spouse of the deceased officer incurs while obtaining a career certificate, an undergraduate education, or a postgraduate education. There are limitations to this benefit. Please refer to Chapter 112.19(3), Florida Statutes for more information.

**Public Safety Officers’ Benefits Act**

In addition to the survivor benefits described above, the Federal government, through the Public Safety Officers’ Benefits Act, provides a death benefit to eligible survivors of police officers who die as the direct and proximate result of a traumatic injury sustained in the line of duty. The current benefit amount is $422,035 for deaths occurring on or after October 1, 2022. The amount of the benefit is adjusted on October 1st of each year to reflect the percentage change in the consumer price index.

For purposes of the Public Safety Officer’s Benefits Act, death resulting from COVID-19 may be considered a line-of-duty death. Unless competent medical evidence establishes that the death
was caused by something other than COVID-19, deaths resulting from COVID-19 (or complications therefrom) are presumed to be sustained in the line of duty by a police officer if:

- the officer engaged in a line of duty action or activity between January 1, 2020, and December 31, 2021;

- the officer was diagnosed with COVID-19 (or evidence indicates that the officer had COVID-19) within 45 days of the officer’s last day of duty; and

- evidence indicates that the officer had COVID-19 (or complications therefrom) at the time of death.

Further information on this federal program can be obtained from the United States Department of Justice at their website www.psob.gov.

**SHARE PLAN**

In addition to regular pension benefits, the Plan provides special benefits to members through the Share Plan, a defined contribution component of the Plan. An individual investment account will be established for you when you become a member of the Plan. Each year, a portion of Chapter 185 premium tax revenues received by the City may be deposited into your individual investment account.

These accounts are self-directed. This means you decide how to invest these funds. When you terminate, you will be given the option of receiving the balance in your individual investment account in cash, less applicable income taxes, or you may elect to roll it over into another tax deferred account like an Individual Retirement Account. Further information on the Share Plan can be obtained from the City’s Human Resources Department (Code 2-42.07).

**AFTER RETIREMENT**

**Cost-of-Living Increase**

Retirees receive an annual three percent (3%) cost-of-living increase effective with the October payment of each year. The first cost-of-living increase will be a prorated amount if you have been retired for less than one full year (Code 2-42.12).
Retiree Health Insurance Coverage
The City offers retirees, at the retirees’ expense, the option of continuing to participate in the City’s employee group health insurance plan. The premium cost of health insurance offered to retirees is the same as that paid by the City for each active employee. Retirees are required to purchase Medicare parts A and B upon reaching eligibility year (Ch. 112.0801, Florida Statutes).

FORFEITURE OF BENEFITS

Specific Offenses
If you are convicted of any one or more of the following offenses committed prior to retirement, or your employment with the City is terminated because you admitted to commission, aid or abetment of any one or more of the following offenses, the Board is required by law to forfeit your rights to any benefits under this Plan, except for the return of your accumulated personal contributions as of the date of termination. Specific offenses are as follows (Code 2-42.22(1) and sec. 112.3173, Florida Statutes):

- Committing, aiding or abetting of an embezzlement of public funds;
- Committing, aiding or abetting of any theft by a public officer or employee from employer;
- Bribery in connection with the employment of a public officer or employee;
- Any felony specified in Chapter 838 (Bribery; Misuse of Public Funds), Florida Statutes except ss. 838.15 and 838.16.
- The committing of an impeachable offense;
- The committing of any felony by a public officer or employee who willfully, and with intent to defraud the public or public agency for which he or she acts or in which he or she is employed, of the right to receive the faithful performance of his or her duty as a public officer or employee, realizes or obtains or attempts to obtain a profit, gain, or advantage for himself or herself or for some other person through use or attempted use of the power, rights, privileges, duties or position of his or her public office of employment position;
- The committing on or after October 1, 2008, of any felony defined in Section 800.04, Florida Statutes, against a victim younger than 16 years of age, or any felony defined in Chapter 794, Florida Statutes, against a victim younger than 18 years of age, by a public officer or employee through the use or attempted use of power, rights, privileges, duties, or position of his or her
public office or employment position.

“Conviction” and “convicted” mean an adjudication of guilt by a court of competent jurisdiction; a plea of guilty or of nolo contendere; or a jury verdict of guilty when adjudication of guilt is withheld and the accused is placed on probation.

**Fraud**
Any Member or Beneficiary who is convicted of willfully and knowingly making, or causing to be made, or assisting, conspiring with, or urging another to make, or cause to be made, any false, fraudulent, or misleading oral or written statement or withholding or concealing material information to obtain a benefit available under the Plan may, in the discretion of the Board, be required to forfeit the right to receive any or all benefits to which the person would otherwise be entitled under the Plan, except for a return of his or her accumulated contributions as of the date of termination. Note: if the conviction for fraud qualifies as conviction for a “specified offense” under sec. 112.3173, Florida Statutes, which was committed prior to retirement, the Board has no discretion, and forfeiture is required by law. For purposes of this paragraph, “conviction” means a determination of guilt that is the result of a plea or trial, regardless of whether adjudication is withheld (Code 2-42.22(2)).

**Strikes**
Any Member who, prior to retirement, is adjudged by a court of competent jurisdiction to have violated any state law against strikes by public employees, or who has been found guilty by such court of violating any state law prohibiting strikes by public employee, shall forfeit all rights and benefits under this chapter, except the return of his or her accumulated contributions, without interest, as of the date of the conviction (Code 2-42.22(3)).

**Beneficiary Forfeiture of Benefits**
Any beneficiary who by a verdict of a jury or by the court trying the case without a jury is found guilty, or who has entered a plea of guilty or nolo contendere, of unlawfully and intentionally killing or procuring the death of the Member forfeits all rights to the deceased Member’s benefits under this Plan, and the benefits will be paid as if such beneficiary had predeceased the decedent (Code 2-42.22(4)).

**Right to Hearing**
Prior to forfeiture, the Board shall give notice and hold a hearing in accordance with Chapter 120, Florida Statutes for the purpose of determining whether the individual’s rights and privileges under the Plan are required to be forfeited. If the Board determines such rights and privileges are required to be forfeited, the Board shall order such rights and privileges forfeited. The Member
has the right to have an attorney present (Code Ch. 2-42.22(7)).

**Withholding of Benefits**
Benefits will not be paid pending final resolution of such charges against a Member or Beneficiary if the resolution of such charges could require the forfeiture of benefits as provided in this section (Code Ch. 2-42.22(8)).

**Return of Benefits**
Any Member whose rights to a pension are forfeited, who has received any benefits from the Plan shall be required to pay back to the Trust Fund the amount of benefits received in excess of the member’s accumulated contributions. The Board may implement all legal action necessary to recover such funds (Code Ch. 2-42.22(9)).

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**CLAIMS PROCEDURES**

Pension benefits are not automatic, you have to file a claim to receive any benefits. This begins with you. Contact the City’s Human Resources Department to begin the process. The Human Resources Department will provide you with an Application for Service Retirement package. In this package you will find the forms that must be completed along with information designed to help you make your retirement benefit decisions. You can submit your claim up to six months prior to your desired retirement date. We suggest you contact Human Resources at least 90 days before you plan to retire. You can change the information on the application before it is processed. However, once you have cashed or deposited your first retirement payment you cannot make any changes.

If your claim for benefits is denied, you have the right to appeal this decision directly to the Board of Trustees. Again, contact the Human Resources Department and let them know you want to appeal. They will pass this on to the Board of Trustees. The Board will schedule a date for your appeal hearing. The Board’s decision is final.

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**GENERAL INFORMATION**

**Applicable Law**
The Plan is governed by federal, state and local laws including, but not limited to, the following:

- United States Internal Revenue Code and amendments thereto.
- Miscellaneous other Federal laws and regulations.
Chapter 185, Florida Statutes, "Municipal Police Pensions".

Part 1, Chapter 112, Florida Statutes, “Conditions of Employment; retirement, travel expenses.”

Part VII, Chapter 112, Florida Statutes, "Actuarial Soundness of Retirement Systems".

Miscellaneous other State statutes, laws, and regulations.

Chapter 2, Article II, Division 4 of the Code of Ordinances of the City of Altamonte Springs.

Other ordinances, resolutions and policies of the City of Altamonte Springs.

Administrative rules and regulations adopted by the Board of Trustees.

**Plan Year and Plan Records**
The Plan year begins on October 1st of each year and ends on September 30th of the following year. All records of the Plan are maintained on the basis of the Plan year (Code 2-42.01(20)).

**Assignment, Execution or Attachment**
Except for qualified domestic relations orders issued by a court of competent jurisdiction pursuant to section 222.21, Florida Statutes, income deduction orders as provided in section 61.1301, Florida Statutes or as otherwise provided by law, your retirement benefits and accumulated contributions accrued under this Plan are not subject to execution, attachment, garnishment or any other legal process and are not assignable.
The Plan is audited annually. The annual financial report is included in the City’s Annual Comprehensive Financial Report. A separate actuarial report on the solvency and actuarial soundness of the Plan is prepared annually. Copies of either or both of these reports are available from the City’s Finance Department. The following is selected financial and actuarial information.

<table>
<thead>
<tr>
<th>FINANCIAL INFORMATION</th>
<th>Fiscal Year *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2020</td>
</tr>
<tr>
<td><strong>Additions</strong></td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>$ 1.72</td>
</tr>
<tr>
<td>Investment income</td>
<td>3.78</td>
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<tr>
<td><strong>Total Additions</strong></td>
<td>$ 5.50</td>
</tr>
<tr>
<td><strong>Deletions</strong></td>
<td></td>
</tr>
<tr>
<td>Benefit payments</td>
<td>$ 0.37</td>
</tr>
<tr>
<td>Expenses</td>
<td>0.03</td>
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<tr>
<td><strong>Total Deletions</strong></td>
<td>$ 0.40</td>
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<tr>
<td><strong>Increase in net position</strong></td>
<td>$ 5.10</td>
</tr>
<tr>
<td><strong>Net position</strong></td>
<td></td>
</tr>
<tr>
<td>Beginning of year</td>
<td>26.53</td>
</tr>
<tr>
<td>End of year</td>
<td>$ 31.63</td>
</tr>
<tr>
<td><strong>Plan investments</strong></td>
<td></td>
</tr>
<tr>
<td>Market value at September 30th</td>
<td></td>
</tr>
<tr>
<td>U.S. treasuries</td>
<td>$ 0.22</td>
</tr>
<tr>
<td>Corporate bonds</td>
<td>9.34</td>
</tr>
<tr>
<td>Common stocks</td>
<td>21.96</td>
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<tr>
<td><strong>Total Plan investments</strong></td>
<td>$ 31.52</td>
</tr>
</tbody>
</table>

*NOTE: Dollar figures are in millions.*
### ACTUARIAL INFORMATION

**Fiscal Year *2020 2021 2022*

<table>
<thead>
<tr>
<th>Funding progress</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
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<tr>
<td>Plan fiduciary net position</td>
<td>$31.63</td>
<td>$37.94</td>
<td>$33.57</td>
</tr>
<tr>
<td>Total plan pension liability</td>
<td>(35.19)</td>
<td>(38.45)</td>
<td>(44.27)</td>
</tr>
<tr>
<td>Unfunded actuarial accrued liability</td>
<td>$(3.56)</td>
<td>$(0.51)</td>
<td>$(10.70)</td>
</tr>
<tr>
<td>Percentage funded</td>
<td>90%</td>
<td>99%</td>
<td>76%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer contributions</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuarially determined contribution</td>
<td>$1.75</td>
<td>$1.65</td>
<td>$1.72</td>
</tr>
<tr>
<td>Contribution in relation to the actuarially determined contribution</td>
<td>(1.73)</td>
<td>(1.64)</td>
<td>(1.70)</td>
</tr>
<tr>
<td>Contribution deficiency (excess)</td>
<td>$(0.02)</td>
<td>$(0.01)</td>
<td>$(0.02)</td>
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<tr>
<td>Covered payroll</td>
<td>$5.82</td>
<td>$6.05</td>
<td>$6.49</td>
</tr>
<tr>
<td>Contributions as a percentage of covered payroll</td>
<td>29.7%</td>
<td>27.2%</td>
<td>26.1%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan membership</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>88</td>
<td>88</td>
<td>93</td>
</tr>
<tr>
<td>Retirees and beneficiaries</td>
<td>20</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>Vested terminated and limited members</td>
<td>12</td>
<td>8</td>
<td>7</td>
</tr>
</tbody>
</table>

*NOTE: Dollar figures are in millions.*

### GLOSSARY OF TERMS

The following is a list of terms and definitions which may be helpful in understanding your pension benefits (Code 2-42.01).

**Average Final Monthly Compensation** is one-twelfth (1/12) of the average annual compensation of the five best years of the last ten years of creditable service.

**Beneficiary** is the person or persons you designate to receive any benefits which may be payable upon your death.

**Compensation** is the total amount paid by the City to a Police Officer for services and includes regular earnings and overtime for up to 300 hours per year. Compensation excludes payments for accrued vacation or sick leave, clothing, meal, telephone, or vehicle allowances. Compensation also excludes payments for extra duty or special detail work performed on behalf of a second party employer.
Creditable Service is the aggregate number of years you work as a City Police Officer and may include other types of qualified service periods.

Early Retirement Age or Date is the age or date when, after you have vested, you choose to receive a retirement benefit which is reduced because you have not reached normal retirement age or date.

Joint Annuitant or Pensioner means a person the Member chooses to receive, along with the Member, to receive a retirement income of a modified monthly amount, payable to the member during the joint lifetime of the Member and the joint annuitant, and following the death of either of them, 100 percent, 76 percent, 66 2/3 percent, or, 50 percent of such monthly amount, as designated at retirement, payable to the survivor for the lifetime of the survivor. No further benefits shall be paid following the death of the survivor. (Code 2-42.01(19)).

Normal Retirement Age or Date is the age or date when you first become eligible to retire, without a reduction of benefits, by being vested and reaching age 55 or completing 25 years of creditable service regardless of age.

Termination occurs when you end all employment with the City.

Vested or Vesting is the guarantee that you will receive future benefit after you work a certain number of years. You are vested after completing 6 years of creditable service.
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