

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REVISED	EFFECTIVE DATE	SUPERSEDES	PAGE
Retirement System	C-3		June 6, 2000		1 of 1

Prepared By:	Policy Review Committee	Approved By:	Edward A. Wyatt City Manager
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1.0 Purpose

To provide retirement coverage for all full-time and permanent part-time employees.

2.0 Policy

All full-time and permanent part-time employees will be enrolled in the Social Security and North Carolina Local Government Retirement System (NCLGRS) at the time of hire.

3.0 Scope

All full-time and permanent part-time employees are covered by this policy.

4.0 Definitions

- 4.1 Full-Time Employee: An employee appointed to serve in a position for an indefinite period of time and regularly scheduled to work the number of hours per work week designated as full-time.
- 4.2 Permanent Part-Time: An employee appointed to serve in a position for an indefinite period of time and regularly scheduled to work at least 1,000 hours per year but less than the number of hours per work week designated as full-time. Permanent part-time positions must be designated as such in the fiscal year budget.

5.0 Rules/Procedures

- 5.1 All full-time and permanent part-time employees will be enrolled in NCLGRS and Social Security at the time of hire.
- 5.2 The employee and the City will make contributions as required by each system.