



RETIREMENT BOARD POLICY AND REFERENCE MANUAL

SUBJECT: POLICY AND PROCEDURES FOR SUBMISSION OF REQUESTS TO THE BOARDS	Section: 2-30 Date Adopted/Revised: 06/10/2009
SYSTEM(S): JOINT	Approved:  Retirement Administrator

PURPOSE

The mission of the Retirement Boards is to administer the City of Fresno Retirement Systems in accordance with all rules and regulations established in Fresno Municipal Code. To this end, the Joint Retirement Board establishes this policy so that System Members, Retirees and the General Public understand the scope of the Boards' Authority and have access to the Retirement Boards should any party desire to make a request or appear before the Boards on an issue.

POLICY

It is the policy of the Joint Retirement Boards to administer the Retirement Systems in accordance with all provisions of the Fresno Municipal Code, and to establish a procedure whereby System Members, Retirees and the General Public may access the Boards with their issue.

Boards' Scope of Authority

- The Boards administer the Fresno Municipal Code sections governing the City of Fresno Employees Retirement System (Article 5) and the City of Fresno Fire and Police System (Articles 3 and 4).
- Board Members do not approve enhancements to the benefit provisions of the Code. Benefit enhancements are accomplished through the collective bargaining process which culminates with the City Council amending the provisions of the Fresno Municipal Code. The Retirement Boards then administer any changes, modifications or enhancements to the Code.
- Board Members must act in the best interests of all members of the System as a whole, i.e. Board members are fiduciaries with respect to Retirement Board matters.
- Since Board members will be acting to grant or deny disability retirement applications, Board members should refrain from discussing the details of a member's application with the member in the same manner as a judge refrains from discussing a case with the parties involved.

- In certain situations, provisions in the Fresno Municipal Code provide Board Members with the authority to extend deadlines or establish special conditions due to the extenuating circumstances of a member or retiree.

Procedures to Make a Request or Appear before the Board

1. First contact the Retirement Office (559 621-7080) to determine if staff can assist you or resolve your issue. Staff may be able to advise you as to whether your request is actually something the Board has the authority to grant or act upon.
2. If you want to appear before one of the Retirement Boards, you should put your request in writing, addressed to the Chair of the appropriate Retirement Board (City of Fresno Employees Retirement Board or the City of Fresno Fire and Police Retirement Board).
3. You can then mail or deliver your written request to the City of Fresno Retirement Office located at 2828 Fresno Street, Suite 201, Fresno California 93721-1327.
4. Upon receipt of your request, the Board Secretary will add your request to the next Board meeting agenda. You will then be notified by the Retirement Board Secretary as to the date and time that your request will be on a Board agenda, so that you may appear and address the Board in person if you wish.

1. Adopted 06/14/2006
2. Annual Review, administrative changes, revised 5/28/2009