



San Bernardino County RETIREMENT MEDICAL TRUST FUND

The Retirement Medical Trust (RMT) fund is a benefit provided by the County to provide eligible employees with a means of paying for qualified health related expenses, as defined by the Internal Revenue Service (IRS), on a non-taxable basis in retirement.

REFERENCES

Retirement Medical Trust Agreement and Plan Document; Current County Memoranda of Understanding (MOU); Compensation Plan; Employment Contracts

FORMS REQUIRED

Other Public Agency Service Credit Request For Retirement Medical Trust Fund
Eligibility Retirement Medical Trust Fund Service Eligibility – Exempt
Retirement Medical Trust Certification

GENERAL INFORMATION

The Trust Fund is a Voluntary Employees Benefit Association (VEBA) and will comply with all of the provisions of the IRC section 501(c)(9). The County's Benefits Chief is the plan administrator and will administer the RMT in accordance with the plan document and applicable law.

Deposits to an RMT account, made by the County on behalf of eligible employees, can only occur in one of two ways:

- 1) Sick Leave Conversion at time of Separation
- 2) County Contributions

Sick Leave Conversion at time of Separation

Eligible employees may convert a portion of their sick leave, based on cash value, to the RMT. Eligibility is based on a specified number of years of service as follows:

County Exempt, Special Districts/County Fire Exempt, FMU – 5 Years
All other units/groups – 10 Years

Service credit and/or participation in other public sector retirement systems may also be counted towards the service requirement, provided that the employee has not withdrawn their contributions from the system(s) and the employee is also a participant in SBCERA. Employees must be an active employee and submit the appropriate form prior to separating from County service.

County Contributions

The County contributes to the RMT, on behalf of employees, on a percentage basis of an employee's base bi-weekly salary. The percentage amount and qualifying years of service varies by MOU, Compensation plan, or Employment contract. Please refer to the applicable document for the contribution amount.

For all units/groups, except County Exempt and Special Districts/County Fire Exempt, Other Public Service credit does not qualify towards the years of service to receive the County contribution.

Disability Retirement

An employee's MOU, Compensation Plan, or Employment contract will determine if an employee who files for a disability retirement may or may not convert their sick leave to the RMT as prescribed below:

Please note: In the instances, where sick leave does not convert due to a Disability Retirement, a certification form must be on file with the County before funds can be sent to the RMT. This certification form is required to determine the status and nature of an employee's retirement. This certification form can be found on EMACS forms website.

County Units/Groups*	
Unit	Disability Retirement & Sick Leave Conversion
Attorney	Sick Leave converts to RMT when there is a Disability
Exempt	Sick Leave converts to RMT when there is a Disability
Nurses Unit	If an employee receives a disability retirement, sick leave does not convert to the RMT
Per Diem Nurses	Not eligible for the RMT
Probation	If an employee receives a disability retirement, sick leave does not convert to the RMT
Professional	If an employee receives a disability retirement, sick leave does not convert to the RMT
Safety	Sick Leave converts to RMT when there is a Disability
Safety Management and Supervisory	Sick Leave converts to RMT when there is a Disability Retirement
SBPEA Represented Units – Administrative Services, Clerical, Craft/Labor and Trades, Management, Supervisory, Supervisory Nurses, and Technical & Inspection	Sick Leave converts to RMT when there is a Disability Retirement
Specialized Peace Officer	If an employee receives a disability retirement, sick leave does not convert to the RMT
Specialized Peace Officer Supervisory	If an employee receives a disability retirement, sick leave does not convert to the RMT

Other Jurisdictions*	
Unit	Disability Retirement & Sick Leave Conversion
Emergency Services Unit	If an employee receives a disability retirement, sick leave does not convert to the RMT
Fire Management Unit	If an employee receives a disability retirement, sick leave does not convert to the RMT
Local 935, Firefighters	Sick Leave converts to RMT when there is a Disability Retirement
General Fire Support	Sick Leave converts to RMT when there is a Disability Retirement
Special Districts/County Fire Exempt	Sick Leave converts to RMT when there is a Disability Retirement
Special Districts/County Fire Non- Represented	Sick Leave converts to RMT when there is a Disability Retirement
Specialized Fire Services Unit	Sick Leave converts to RMT when there is a Disability Retirement
Water and Sanitation	Sick Leave converts to RMT when there is a Disability Retirement

***These charts are current as of the revision date of this document.**

Death

Upon the death of an active employee sick leave will not be sent to the RMT. Unused sick leave balances will be processed in accordance with the terms specified by the applicable MOU, Compensation Plan, or Employment contract.

Reimbursements

Employees who separate service and who have attained "Normal Retirement Age" shall be eligible to begin filing for reimbursements from the RMT.

Employees who separate service prior to Normal Retirement Age and who are otherwise eligible for the RMT can begin receiving reimbursements once they have satisfied the Normal Retirement Age or (if allowed by their MOU) if they have received approval for a disability retirement from SBCERA.

Normal Retirement Age, for purposes of RMT, is defined as the date at which the Participant will receive full retirement benefits through the San Bernardino County Employees Retirement Association. Full retirement age is as follows:

Tier 1 General Employee	55 yrs
Tier 1 Safety Employee	50 yrs
Tier 2 General Employee	62 yrs
Tier 2 Safety Employee	57 yrs

Reimbursements will be made for qualified expenses not covered by insurance and for health plan premiums (including but not limited to medical, dental, vision, etc.) not paid by current employer or retirement plan, for the retiree and eligible dependents, in accordance with IRS regulations. There is no time limit for the use of the Trust funds.

Beneficiaries

Due to the type of IRS tax designation, the RMT does not have traditional beneficiary

designations. As outlined in the Plan Document:

Upon the death of an Eligible Employee, the surviving Spouse, if any, shall become his/her Beneficiary who shall be entitled to the rights and benefits under this Plan for the Spouse and any Dependent(s) of the Eligible Employee. In the event there is no Spouse, or upon the death of the surviving Spouse, the Beneficiary shall be the Eligible Employee's remaining Dependent(s), if any. If there is no surviving Spouse or Dependents of the Eligible Employee, the amounts on deposit in the Eligible Employee's Account shall become property of the Trust, which shall be used for purposes of the RMT, including administrative expenses or funding of additional Plan Benefits, if any.

EMPLOYEE RESPONSIBILITIES

- ◆ If applicable, complete and turn in the applicable "Other Public Service" form. Proof of such service should be attached.
- ◆ If applicable, complete and turn in the "Retirement Medical Trust Certification" form.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Direct the employee to the EMACS Forms website for applicable forms and procedures.
- ◆ Instruct employee to contact the EBSD or Voya Financial Advisers with questions.

RELATED FORMS/CHECKLISTS

Retirement Medical Trust Fund - Other Public Agency Service Credit Request

Retirement Medical Trust Fund Service Eligibility – Exempt

Retirement Medical Trust Certification