

Procedure: 4.9.1p

Retirement

Revised: October 21, 2024; September 15, 2015; and January 14, 2001

Last Reviewed: May 19, 2025

Adopted: April 2, 1987



I. PURPOSE:

All employees of The Technical College System of Georgia (TCSG) will, upon hire and as a condition of employment, enroll into a retirement plan in accordance with eligibility requirements and plan guidelines.

II. RELATED AUTHORITY

TCSG Procedure 4.1.4p. – Categories of Employment

O.C.G.A. §20-4-25 – Membership in Retirement System- Professional Personnel Employed after July 1, 1985, and nonprofessional personnel employed after July 1, 1987

O.C.G.A. §47-2-1 et seq. – Employees' Retirement System of Georgia

O.C.G.A. §47-3-1 et seq. – Teachers Retirement System of Georgia

O.C.G.A. §47-4-1 et seq. – Public School Employees Retirement System

O.C.G.A. §47-22-1 et seq. – Georgia Defined Contribution Plan

Employees Retirement System of Georgia Plan Guidelines

Teacher Retirement System of Georgia Plan Guidelines

III. APPLICABILITY:

All work units and Technical Colleges associated with the Technical College System of Georgia

IV. DEFINITIONS:

TCSG Work Unit: the TCSG System Office, Quick Start Headquarters, a Quick Start regional office or training center, a unit of the Office of Workforce Development, or an associated Technical College.

V. ATTACHMENTS: N/A

VI. PROCEDURE:

A. All individuals appointed to a temporary, part-time, hourly-paid position and adjunct faculty must become a member of the Georgia Defined Contribution Plan (GDGP) unless exempted by law and/or Employees' Retirement System of Georgia plan guidelines.

B. With limited exceptions, all individuals appointed to a salaried, benefits-eligible

position shall, as a condition of employment, elect membership in either the Teachers Retirement System of Georgia (TRS) or the Employees' Retirement System of Georgia (ERS),

- C. Membership in TRS or ERS is governed by eligibility requirements outlined in state law and in accompanying TRS and ERS plan guidelines.
- D. An employee who encumbers a TRS non-covered position as outlined in the plan guidelines (e.g., a non-supervisory custodial, maintenance, or food service position) is ineligible for membership in the Teachers Retirement System. The employee shall become a member of the Employees' Retirement System, if otherwise eligible.
- E. An eligible employee's decision to elect membership in TRS or ERS is irrevocable during their employment with the Technical College System of Georgia, a Technical College, or any other associated TCSG work unit.
- F. An individual who accepts state employment with the Technical College System of Georgia for the first time at age sixty (60) or later in a position subject to ERS or TRS membership may decline membership in both retirement systems by notifying the ERS Board of Trustees, in writing, within thirty (30) days of their appointment and the TRS Board of Trustees, in writing, within ninety (90) days of their appointment. The election to decline membership in both retirement systems is irrevocable.
- G. An employee who has declined TRS and ERS membership shall become a member of the Georgia Defined Contribution Plan as a condition of employment unless otherwise excluded by law or accompanying ERS plan guidelines.
- H. If an employee appointed to a salaried, benefits-eligible position is not eligible for membership in the Teachers Retirement System or the Employees' Retirement System, they shall become a Public-School Employees Retirement System (PSERS) member.

VII. RECORD RETENTION

Records created or collected according to this procedure shall be maintained according to the Georgia Archive's Retention Schedule for State Government Paper and Electronic Records.