

Chapter 1: Membership & Enrollment

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Overview

Membership in LASERS is mandatory for all state employees whose agency is a LASERS participating employer, except those employees excluded by law or those who have the choice to opt out of membership. This chapter will define types of employees and serve as a guide to determining which employees are eligible for membership in LASERS. This chapter will also outline the membership categories available to both new and existing members of LASERS.

NOTE: *Missing or incorrect enrollment information may lead to discrepancies in the employee's record. LASERS must receive the corrected information from the employer in order to complete any retirement process.*

Membership Registration Form

[Form 01-01: Member Registration](#) must be completed to ensure that the member is enrolled properly. Form 01-01 can also serve as a helpful guide to enrollment. However, this form is not required to be submitted to LASERS; it should be kept in the employee's personnel file at the employing agency.

Types of Employees

It is important to recognize that the employee types in LASERS laws may not coincide with the employee types as defined by Civil Service. In many cases, an employee may fit into more than one employee type. For example, an intermittent employee is also, by definition, a part-time employee. Determining the employee type will assist in determining a member's eligibility for LASERS.

The following are types of employees:

A **full-time employee** is any employee who:

- ❖ Has a normal working schedule of greater than 20 hours per week and performs services under an employment arrangement with the employer of more than two years in duration

or

- ❖ Normally works on a full-time basis for five months or more in a year

A **part-time employee** is any employee who has a normal working schedule of 20 hours or less per week or any employee who is seasonal or temporary. This would include **emergency employees**.

A **seasonal employee** is any employee who normally works on a full-time basis for **less than five months** in a given year.

A **temporary employee** is any employee performing services under an employment arrangement with the employer of **two years or less** in duration.

A **WAE (when actually employed) employee** is an employee who works on an "as needed" basis. Refer to part-time definition.

A **nine-month employee** is an employee who works nine

months in an academic or calendar year.

A **ten-month employee** is an employee who works 10 months in an academic or calendar year.

A **twelve-month employee** is an employee who works 12 months in an academic or calendar year.

An **intermittent employee** is an employee who works an indefinite schedule on an "as needed" basis. Refer to part-time definition.

A **job appointment** is a situation in which an employee is employed for a fixed period **not to exceed two years**.

A **restricted appointment** is a situation in which an employee is employed for no greater than six months.

Employer Quick Check

- ✓ Has eligibility been determined for the employee? (refer to the *Membership* section of this chapter)
- ✓ Was *Form 01-01: Membership Registration* completed?
- ✓ **Section 2: Optional Membership**—Does the employee meet the criteria?
- ✓ **Section 3: Previous Enrollment**—Was the employee previously enrolled in LASERS or another public retirement system in Louisiana? Is the employee a retiree of another Louisiana public retirement system?
- ✓ **Section 4: Service History**—Is the employee a new hire, return to service, transferring from another agency or State Retirement System (LASERS, TRSL, LSERS, LSPRS) or MPERS?
 - Types of Employment**—Does the employee fit into an eligible category?
 - Employee Information**—Was the information properly completed?
 - Agency Certification**—Did the agency properly certify the document?
- ✓ Were copies of *Form 01-01: Membership Registration* placed in the employee's personnel file? (This form is not returned to LASERS and should be maintained in the employee's file at the agency.)
- ✓ Was *Form SSA-1945: Statement Concerning Your Employment in a Job Not Covered by Social Security* completed by the employee and placed in the employee's personnel file? (Submit a copy of the signed form to LASERS.)
- ✓ Was the employee enrolled in a position covered by another named retirement system? If so, was the proper *Notice of Membership Election* form (01-03 or 01-05) submitted to LASERS at the time of enrollment?
- ✓ Was the employee enrolled in a Hazardous Duty position? If applicable, was *Form 02-18: Hazardous Duty Services Plan Election* submitted to LASERS? (This form is only required if the member has previous service in another plan.)
- ✓ Did the Personnel Officer submit the enrollment through LaGov, File Transfer Protocol (FTP) or Employer Self-Service (ESS)?

Membership

When determining whether an employee should be enrolled in LASERS, it is important to note that the Civil Service job classifications and LASERS eligibility rules are very different. This section will outline:

1. Eligible Membership
2. Optional Membership
3. Classes of Excluded Employees

ELIGIBLE MEMBERSHIP

Any person who becomes employed in a LASERS eligible position will become a member of LASERS as a condition of employment. The only exceptions are those employees excluded by law or those who have an option to join LASERS.

Members Electing to Remain in Current System

If an employee is hired into a LASERS eligible position but is an actively contributing member in another public retirement system, then the employing agency should contact the other system to see if the employee is eligible to retain membership in that system. If the employee is eligible to retain membership, then documentation must be submitted to the retirement system of which he or she is a member.

Likewise, if a person becomes employed in a position covered by Louisiana School Employees' Retirement System (LSERS), Louisiana State Police Retirement System (LSPRS), Teachers' Retirement System of Louisiana (TRSL) or Municipal Police Employees' Retirement System (MPERS) and is a contributing member of LASERS, he or she can elect to remain a contributing member of LASERS in lieu of joining the other retirement system. The employee must have **at least five years** of creditable service in LASERS to retain membership. This election must be made within 30 days of employment and [Form 01-03: Notice of Membership Election A](#) must be submitted to LASERS. This decision is irrevocable.

Furthermore, if an employee has creditable service of **at least one year** with LASERS and circumstances out of his or her control require participation in LSERS, LSPRS, TRSL or Municipal Employees' Retirement System (MERS), then the employee has the right to remain a contributing member of LASERS in lieu of joining the other retirement system. This election must be made within 30 days of employment and documentation must be submitted to LASERS. If the member is electing to remain in LASERS, then [Form 01-05: Notice of Membership Election C](#) must be submitted to LASERS. This decision is irrevocable.

Members Considered Part-Time

Eligibility for LASERS is typically not available to part-time, intermittent, temporary, emergency, WAE, and job appointment employees. However, if an employee has **10 or more years of service credit** with LASERS and is hired into a position that is seasonal, part-time, intermittent, temporary, emergency, WAE, or a job appointment, then he or she must be enrolled into LASERS. In addition, if an employee is hired into a job appointment where the intended duration of the position is greater than two years and the normal working schedule is greater than 20 hours per week, then he or she must be enrolled into LASERS. The two-year duration should be based on the agency's expectation for keeping the position and not the expected duration of keeping the individual employee.

Members with Dual Employment

A member can be employed in more than one public position within the state. However, the member must contribute to the appropriate retirement system. Under no circumstance can a member earn more than one year of service credit in any one year. Also, service credit earned in more than one retirement system during the same year cannot be transferred or recognized reciprocally to attain more than one year of service credit in any system. If the member is hired into a LASERS eligible secondary position, then his or her enrollment eligibility for dual employment is as follows:

- Members with more than 10 years of creditable service in the system must contribute to LASERS on earnings from a part-time/secondary position
- Members with less than 10 years of creditable service shall not contribute to LASERS on earnings from a LASERS eligible part-time/secondary position until either:
 - The member accrues 10 years of more of creditable service
 - or**
 - The part-time position becomes full-time.

Members Enrolled in a Secondary Position with LASERS Eligibility

If a member accepts a LASERS eligible secondary position, then it is important to make sure the member is enrolled in the correct retirement plan. When enrolling a member, the retirement plan for the secondary position must be the same as the retirement plan for the primary position. For example, if a member is currently enrolled in Corrections Secondary in their primary position and accepts a secondary position, then the secondary position should be reported under Corrections Secondary.

Example 1: Rose works for DOTD in a full-time position and was recently hired by DOA in a part-time position (10 hours per week). She has 20 years of service with LASERS, so the secondary position is also eligible and must be reported.

Example 2: Jim works for DOTD in a full-time position and was recently hired by LSU as an adjunct professor. He has 20 years of service with LASERS, but the LSU position is not covered by LASERS or TRSL. Therefore, the LSU position is not eligible for LASERS, and Jim does not have the option of using the *Notice of Election A* form in this situation.

OPTIONAL MEMBERSHIP

For certain classes of employees, membership in LASERS is optional. The following employees have the option to join LASERS as a condition of their employment:

- ❖ Elected officials (full-time)
- ❖ Officials appointed by the governor whose appointment is subject to confirmation by the Senate and who are not ineligible by law (refer to the section *Classes of Excluded Employees* for a list of ineligible officials)
- ❖ Employees who are receiving retirement benefits at the time of hire from any Louisiana public retirement system, other than LASERS
- ❖ Employees who are at least 55 years of age at the time of employment and who have earned at least 40 quarters in the Social Security system (*the member is required to submit proof from the Social Security Administration; documentation must be maintained at the agency.*)
- ❖ Employees who are at least 60 years of age at the time of employment

If a newly hired employee without any previous state service falls into one of the above categories, then the employee must complete [Form 01-01: Membership Registration](#) to elect to be enrolled in LASERS. This form is not submitted to LASERS, but is kept in the employee's personnel file at the employing agency.

CLASSES OF EXCLUDED EMPLOYEES

The following classes of employees are ineligible for membership into LASERS:

- ❖ State employees who receive a per diem allowance instead of earned compensation
- ❖ Public officials who receive a per diem allowance instead of earned compensation
- ❖ Persons employed on or after July 1, 1991 on a seasonal, part-time, intermittent, temporary, emergency, WAE, or job appointment basis, unless the employee has **10 or more years of service credit in LASERS** or unless the intended duration of employment is **greater than two years and has a normal work schedule of greater than 20 hours per week**
- ❖ Part-time public officials are excluded from membership, except any elected or appointed officials enrolled in LASERS or the public retirement system for that position on January 1, 1997. Part-time public officials are defined by the legislature as any of the following:
 - ❖ Legislators
 - ❖ Members of a school board, levee board, police jury, or parish council
 - ❖ Members of a city council, city-parish council, or town council
 - ❖ Aldermen or constables
 - ❖ Members of a board or commission established by the state or any instrumentality or political subdivision thereof
- ❖ Students, interns, and resident physicians at any state educational institutions who are employed by any agency of the state for temporary, part-time, or intermittent work, except those on educational leave
- ❖ Independent contractors pursuing an independent business or profession pursuant to a contract for specific price to perform a specific duty
- ❖ Certain unclassified health care professionals employed by LSU Health Sciences Center (LSUHSC) medical centers known as "pool" employees

- ❖ Unclassified, temporary seasonal income tax rush employees and unclassified WAE employees at the Department of Revenue, excluding the Louisiana Tax Commission
- ❖ Patients or inmates helping in state charitable, penal or correctional institutions

Hiring and Enrolling Employees with Substantial Earnings Under Social Security

Prior to accepting a LASERS eligible position, a potential employee should be aware that if he or she contributed into Social Security for a substantial period of time, his or her Social Security benefit may be impacted by the Windfall Elimination Provision (WEP) at retirement. Depending upon an employee's age at the time of hire and the amount of time he or she has contributed to Social Security, the employee may have the option to elect **not to contribute** to LASERS.

IMPACT OF WINDFALL ELIMINATION PROVISION (WEP) ON EMPLOYEES OVER AGE 50

Under WEP, a potential employee's Social Security benefit may be reduced when he or she is entitled to a pension from another job in which Social Security taxes were not paid. **WEP does not apply to an employee hired into a LASERS eligible position if the employee has 30 or more years of substantial earnings under Social Security.** At the time an employee is hired, [Form SSA-1945: Statement Concerning Your Employment in a Job Not Covered by Social Security](#) must be completed to notify the employee that he or she is being hired into a position that is not covered by Social Security. This form is not returned to LASERS and should be maintained in the employee's personnel file at the employing agency. For more information on the Windfall Elimination Provision (WEP) or a copy of Form SSA-1945, please visit Social Security Administration's website at www.socialsecurity.gov.

OPTIONAL MEMBERSHIP CLASSES

There are two situations in which employees can elect to “opt” out of LASERS at the time of employment:

- ❖ Employees who are at least 55 years of age and have earned 40 quarters in Social Security Administration (SSA)
- ❖ Employees who are at least 60 years of age

Employees electing to “opt” out of LASERS at the time of employment must make this selection when completing [Form 01-01: Membership Registration](#) and should not be enrolled in LASERS. If an employee is age 55 at the time of employment and has earned 40 quarters in SSA, then the employee must submit *Form SSA-7005: Earnings and Benefits Statement* to the agency to certify that he or she has met the requirements for optional membership. Form SSA-7005 must be completed by a Social Security Representative. For more information on acquiring this form, please visit Social Security Administration's website at www.socialsecurity.gov.

LASERS Membership Categories

When enrolling an employee into LASERS, it is imperative to enroll the member in the proper membership category or “Retirement Plan”. Enrollment into one of these categories is determined by the enrollment date, prior membership in a state system, and job title.

CURRENT MEMBERSHIP CATEGORIES

New employees hired into LASERS who have never contributed to a state retirement system must be enrolled in one of the following categories:

- ❖ **Regular Employees 4** – Rank and File employees hired on or after July 1, 2015
- ❖ **Judicial Employees 3** – Judges first taking office on or after July 1, 2015
- ❖ **Hazardous Duty** – Hazardous Duty Personnel hired on or after January 1, 2011

Members who were enrolled in one of the four state retirement systems (LASERS, TRSL, LSERS, LSPRS) prior to January 1, 2015 and did not refund their contributions will be enrolled into the LASERS retirement plan that was in place on the date that he or she was first eligible to be enrolled in one of the four state retirement systems. However, members enrolled in a **hazardous duty eligible position** only have the option to remain a member of their current LASERS plan or current system, if eligible, or join the HAZ Plan.

Eligible members should complete [Form 01-10: Certification of Membership in a State System Prior to July 1, 2015](#) and have it certified by the prior retirement system. The completed form must be submitted to LASERS to ensure that the member is enrolled in the proper retirement plan.

OTHER MEMBERSHIP CATEGORIES

Membership in the following categories is generally closed to new employees; however, new employees may belong to one of these classes if they had membership in one of the four state retirement systems prior to January 1, 2015:

- ❖ **Regular Employees** – Rank and File employees hired on or before June 30, 2006
- ❖ **Regular Employees 2** – Rank and File employees hired on or after July 1, 2006, but prior to January 1, 2011
- ❖ **Regular Employees 3** – Rank and File employees hired on or after January 1, 2011, but prior to July 1, 2015. This plan also includes Court Officers, Appellate Law Clerks, Governors, Lieutenant Governors, State Treasurers, Clerks and Sergeants-at-Arms of the House of Representatives, Secretaries and Sergeants-at-Arms of the Senate, the President of the Senate, and certain Legislative personnel who were previously part of specialty plans.

- ❖ **Corrections Primary** - Correctional Officers, Security Personnel, and Probation and Parole Officers with the Department of Public Safety and Corrections (DPS) hired before January 1, 2002
- ❖ **Corrections Secondary** - Correctional Officers, Security Personnel, and Probation and Parole Officers with DPS employed after December 31, 2001, but before January 1, 2011
- ❖ **Peace Officers** – Peace officers with the Office of State Police of the Department of Public Safety and Corrections, excluding state troopers, who were hired prior to January 1, 2011
- ❖ **Wildlife Agents** - Wildlife agents with the Enforcement Division of the Department Wildlife and Fisheries who were hired prior to January 1, 2011
- ❖ **Alcohol and Tobacco Control** - Full-time, P.O.S.T.-certified law enforcement personnel, supervisors, and administrators with the Office of Alcohol and Tobacco Control (ATC) of the Department of Revenue who were hired prior to January 1, 2011
- ❖ **Bridge Police Employees** – Employees of the Bridge Police section of the Crescent City Connection Division of the Department of Transportation and Development (DOTD) and transferred to the Department of Public Safety and Corrections (DPS), who were hired prior to July 1, 2006
- ❖ **Bridge Police Employees 2** - Employees of the Bridge Police section of the Crescent City Connection Division of the Department of Transportation and Development (DOTD) and transferred to the Department of Public Safety and Corrections (DPS), who were hired on or after July 1, 2006, but prior to January 1, 2011
- ❖ **Legislator** – Certain legislative personnel, presidents of the Senate, governors, and lieutenant governors employed or taking office before January 1, 2011, and legislators serving prior to January 1, 1997
- ❖ **Legislator 2** - Very few members fit this category. For information on retirement eligibility for members of the Legislator 2 plan, please contact LASERS at 800.256.3000 or 225.922.0600.
- ❖ **Special Legislative Employees** - Clerks and Sergeants-at-arms of the House of Representatives and secretaries and Sergeants-at-arms of the Senate employed before January 1, 2011
- ❖ **State Treasurer** - State treasurers taking office before January 1, 2011
- ❖ **Judicial Employees** - Judges and Court Officers who were hired or first took office prior to January 1, 2011
- ❖ **Judicial Employees 2** - Judges who first took office on or after January 1, 2011, but on or before June 30, 2015
- ❖ **Appellate Law Clerk** - Law clerks of a Judge or Justice of an Appellate Court or of the Louisiana Supreme Court and certain judicial administrators who were hired prior to July 1, 2006
- ❖ **Appellate Law Clerk 2** - Law clerks of a Judge or Justice of an Appellate Court or of the Louisiana Supreme Court and certain judicial administrators, who were hired on or after July 1, 2006, but prior to January 1, 2011
- ❖ **New Orleans Harbor Police** – Any employee or commissioned police officer of the Harbor Police Department of the Port of New Orleans who was employed prior to July 1, 2004, or any commissioned police officer who was employed on or after July 1, 2004 but prior to July 1, 2014

Documenting Employees not Enrolled in LASERS

If an employee's position is eligible for LASERS, but the employee is not enrolled in LASERS (due to optional membership), [Form 01-01: Member Registration](#) should still be completed and housed in the employee's personnel file. This documentation may be necessary if an agency is audited (refer to the examples below).

- If an employee is eligible for optional membership into LASERS and decides to "opt" out of membership (refer to the section of this chapter *Optional Membership*), then Section 2 of [Form 01-01: Member Registration](#) must be completed by the employee. The employee and the Human Resources Personnel Officer must sign the document. If audited, proper documentation will show that the employee knew of his or her options and selected not to contribute to LASERS.
- If an employee is hired in a LASERS eligible position but has the right to retain membership in another retirement system (refer to the section *Members Electing to Remain in Current System* in this chapter), then Section 3 of [Form 01-01: Member Registration](#) must be completed by the employee. The employee and the Human Resources Personnel Officer must sign the document. The Human Resources Personnel Officer should also obtain documentation from the other retirement system that indicates the employee has appropriate eligibility. If audited, all documents in the file will show that the employee knew of his or her options and was eligible to retain membership in the other system.

- If an employee is hired in a position that is not eligible for LASERS, then "Types of Employment" in Section 4 of [Form 01-01: Member Registration](#) should be reviewed and "Employee Information" in Section 4 must be completed. In this case, it is not necessary for the employee to sign the document, but the Human Resources Personnel Officer must certify the information. If audited, the member registration form will indicate in what capacity the employee was hired and the reason why he or she was not enrolled.

Enrolling and Terminating Members

LASERS receives enrollment and termination information from the following sources:

- LaGov Agencies
- Non-LaGov agencies
 - Monthly Contribution File
 - Employee Self-Service

LAGOV PAID AGENCIES

Agencies using LaGov must submit enrollment and termination information through this system. LASERS will receive this information in a weekly "HR File" that will download into the LASERS database referred to as SOLARIS (State of Louisiana Retirement Information System). If any errors exist with this enrollment or termination, LASERS will contact the agency to correct the error. Most errors are corrected through LaGov.

NON-LAGOV PAID AGENCIES

Agencies that do not use LaGov to report information must submit information via one of the following methods:

1. Monthly Contribution file (FTP File)
2. Employer Self-Service (ESS)

Monthly Contribution Files (FTP Files)

Agencies that submit an FTP file to LASERS on a monthly basis must include any new enrollments or terminations in this file. Once the file is received, the information is downloaded into SOLARIS. If any errors exist with this information, LASERS will contact the agency to correct the error. These issues can be corrected through Employer Self-Service (ESS) or in the next monthly file download.

Employer Self-Service (ESS)

Agencies that use neither LaGov nor the FTP file to report information to LASERS must enroll and terminate members through ESS. Refer to [Appendix A: How to Enroll and Terminate Members Using ESS](#).



When enrolling a member, agencies should always complete Form 01-01: Member Registration.

This form should be kept in the member's personnel file housed at the agency and is not required to be submitted to LASERS.

Member Demographic Information

It is important for a member to maintain accurate demographic information with LASERS. Upon enrollment, member demographic information is submitted to LASERS in the following ways:

1. Agencies using LaGov can submit member demographic information through the weekly HR file.
2. Agencies who submit through monthly contribution files (FTP file) can have their information downloaded into the system when the file is received.
3. Non-LaGov and Non-FTP agencies must submit demographic information through ESS.

Active members are responsible for maintaining all demographic information through their agency. ***This includes address changes, email changes, name changes, and beneficiary changes.*** To change an active member's demographic information, LaGov and FTP agencies must submit the information via LaGov and FTP. Non-LaGov and Non-FTP agencies must submit the change via ESS by accessing Member Maintenance, entering the member's Social Security number, updating the information, and clicking "save". If the active member needs to update his or her beneficiaries, *Form 01-06: Designation of Beneficiary* must be submitted to LASERS, either by the member or the agency.

[Form 01-02: Contact Information Update](#) and [Form 01-07: Change of Name](#) are only to be used by inactive members and retirees. Form 01-07 must be accompanied by a copy of the member's updated Social Security card. Forms submitted without the updated Social Security card will be rejected.

Frequently Asked Questions

- 1. Does an employee who is hired into a position that is covered by TRSL and has 6.50 years of service credit in LASERS from a previous position have to be enrolled in LASERS?**

No. This employee may elect to join TRSL or elect to remain in LASERS because he or she has at least five years of service credit in LASERS. [Form 01-03: Notice of Membership Election A](#) would be required if the member elected to remain in LASERS.

- 2. A member works in a position that is covered by LASERS and has 4.50 years of service credit in the system. Due to action taken by the Legislature, this position is now covered by a different retirement system. To what retirement system should this member contribute?**

If the member is transferred into a position covered by Louisiana School Employees' Retirement System (LSERS), Louisiana State Police Retirement System (LSPRS), Teachers' Retirement System of Louisiana (TRSL) or Municipal Employees' Retirement System (MERS), then he or she may elect to remain in LASERS because an action over which the member had no control caused the member to be eligible for a different retirement system. Since the member had at least one year of service credit in LASERS at the time of the change, he or she is eligible to elect to remain a LASERS member. [Form 01-05: Notice of Membership Election C](#) would be required if the member elected to remain in LASERS. The member also has the option to join the other retirement system.

- 3. Is a member who is hired at age 61 in a LASERS eligible position mandated to join LASERS?**

No, membership in LASERS is optional. Because the employee was at least age 60 at the time of hire, the employee may elect to join LASERS, to contribute to Social Security, or to contribute to Louisiana Deferred Compensation.

- 4. A person is hired into a job appointment. The intended duration of the position is three years, and the normal working schedule is 30 hours per week. Should this person be enrolled in LASERS?**

Yes. Because the intended duration of the position is greater than two years and the normal working schedule is greater than 20 hours per week, this member must be enrolled in LASERS.

- 5. An existing member is hired by DEQ as an environmental scientist and is now a dual enrollment member. The member's primary position is with LDH in the Regular Employee Plan (RGL1). Is the member eligible to contribute to LASERS on the secondary position, and if so, in what retirement plan should this member be enrolled?**

If the secondary position is covered by LASERS and the normal working schedule is less than 20 hours per week, then the member must have at least 10 years of service credit in LASERS in order for the secondary position to be eligible for contribution to LASERS. If the normal working schedule for the secondary position is greater than 20 hours per week and the position is covered by LASERS, then the member must be enrolled in LASERS. The member should be enrolled in the same retirement plan in which the primary position is enrolled, which in this example is RGL1.

- 6. An employee is hired who is age 56 and has at least 40 quarters in Social Security. Should this employee be enrolled in LASERS?**

The employee has the option to opt out of LASERS because he or she meets the criteria of being at least age 55 at the time of employment and having at least 40 quarters in Social Security. As long as the employee was able to opt out of LASERS at the time of hire, then the employee may opt back in at any point and is able to purchase the service credit. If choosing to contribute to LASERS, members should be aware that the Windfall Elimination Provision (WEP) may reduce their Social Security benefit if they start receiving a LASERS benefit. To opt back into LASERS, the employee must terminate and then be reemployed.

7. Can a LASERS member who obtains a secondary position as an adjunct professor be able to report to LASERS on the secondary position?

Any person who is a member of LASERS and holds another position as an adjunct professor or instructor may not report to LASERS on the adjunct position. However, members who reported to LASERS on an adjunct position held prior to August 22, 2008 may continue to do so unless there was a break in state service.

8. If a member contributed to the Optional Retirement Plan (ORP), terminated, and rehired, then may the member still contribute to the ORP?

If the member terminated and did not withdraw his or her funds, then upon re-employment the member has the option to continue contributing to the ORP or elect to join LASERS and transfer the ORP time into LASERS. If the member withdrew his or her funds in the ORP, then the member must contribute as a LASERS member. The previously withdrawn ORP funds cannot be repaid by the member.

9. A member is hired into a hazardous duty position and has 10 years of service credit in the Correctional Secondary Plan from a previous position. In which retirement plan should this member be enrolled?

This member must elect to join the HAZ Plan or elect to remain in the COR2 Plan. If the member elects to remain in the COR2 plan, then he may still elect to join the HAZ Plan at a later date as long as the decision is made prior to retiring or entering DROP.

10. A member was previously in the HAZ Plan and has accepted a non-hazardous duty position. In which plan should the member be enrolled?

The member should be enrolled in either the RGL3 Plan or the RGL4 Plan, depending on the member's original enrollment date. Because this member was once in the HAZ Plan, the member is treated as an employee whose first eligibility for membership occurred on or after January 1, 2011.

11. A member is hired into a hazardous duty position and joins the HAZ Plan. The member also held a prior LASERS eligible hazardous duty position. Does LASERS need to be informed about the prior hazardous duty position?

Yes, the agency should inform LASERS about the previous position by submitting [Form 01-11: Certification of Prior Employment in a Hazardous Duty Position](#).

12. A member is hired into a hazardous duty position with no prior service in LASERS. Is the member required to complete [Form 02-18: Hazardous Duty Services Plan Election](#) even though he or she is unable to join any other plan?

No, the member does not have to complete [Form 2-18: Hazardous Duty Services Plan Election](#) because the member has no other option but to join the HAZ Plan.

13. A member is hired into a hazardous duty position with previous non-refunded service credit in another LASERS plan. Is the member required to join the HAZ Plan?

No. The member may elect to remain in his or her current or last plan or join the HAZ Plan even if the agency has no other employees as members of that particular employee's current plan. For example, if an ATC officer were hired by LSU as a campus police officer, then the member could elect to remain in ATCR (even though LSU employs no ATC officers) or join HAZP. Regardless of the member's choice, [Form 2-18: Hazardous Duty Services Plan Election](#) must be submitted to LASERS.

Reference Material

APPLICABLE FORMS

- [01-01: Membership Registration](#)
- [01-02: Contact Information Update](#)
- [01-03: Notice of Membership Election A](#)
- [01-05: Notice of Membership Election C](#)
- [01-06: Designation of Beneficiary](#)
- [01-07: Change of Name](#)
- [01-10: Certification of Membership in a State System Prior to July 1, 2015](#)
- [01-11: Certification of Prior Employment in a Hazardous Duty Position](#)
- [01-12: Enrollment Information](#)
- [02-18: Hazardous Duty Services Plan Election](#)
- [16-01: DPSC Election Agreement Employed Prior to 01-01-02](#)
- [16-02: Department of Public Safety & Corrections Election Agreement Employed Between January 1, 2002, and December 31, 2010, with Other State/Statewide Service Credit](#)
- [SSA-1945: Statement Concerning Your Employment in a Job Not Covered by Social Security](#)

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- [07-04: Employment Status of LASERS Members](#)
- [08-01: Eligibility in LASERS](#)
- [08-02: LASERS Dual Employment Eligibility](#)
- [10-20: Member Registration Form 1-1 \(ER1\)](#)
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APPLICABLE LAWS

(Note: this list is not exhaustive)

- [La. R.S. 11:148 Membership Age Limitations](#)
- [La. R.S. 11:159 State Superintendents of Education; Commissioner of Higher Education; Participation](#)
- [La. R.S. 11:160 Members Employed in Other Public Employment](#)
- [La. R.S. 11:161 Members Employed in Other State or Public Employment](#)
- [La. R.S. 11:162 Classes of Employees Not Eligible for Membership](#)
- [La. R.S. 11:164 Part-Time Public Officials](#)
- [La. R.S. 11:191 Dual Employment](#)
- [La. R.S. 11:403 Definitions](#)
- [La. R.S. 11:411 Eligibility for Membership](#)
- [La. R.S. 11:412 Membership Service Eligibility](#)
- [La. R.S. 11:413 Classes of Employees Not Eligible](#)
- [La. R.S. 11:415 Termination of Membership](#)
- [La. R.S. 11:417 Members Employed in Other State or Public Retirement](#)
- [La. R.S. 11:551 Eligibility for Membership \(Judges\)](#)
- [La. R.S. 11:555 Membership and Credit; Additional \(Judges\)](#)
- [La. R.S. 11:567 Existing Members of System](#)
- [La. R.S. 11:601 Application; Definitions \(Public Safety Services\)](#)
- [La. R.S. 11:602 Eligibility for Membership \(Public Safety Services\)](#)

- [La. R.S. 11:613](#) [Eligibility for Plan Membership \(Hazardous Duty Plan\)](#)
- [La. R.S. 11:620](#) [Transfer of Other Service Credit](#)
- [La. R.S. 17:1519.16](#) [LSUHSC "Pool" Employees](#)
- [La. R.S. 24:31.5](#) [Legislative Assistants for Members](#)
- [La. R.S. 24:36](#) [Legislators, Certain Legislative Personnel, Governors, Lt. Governors, and State Treasurers](#)
- [La. R.S. 40:2402\(3\)\(a\)](#) [Definition of a Peace Officer](#)
- [26 CFR 31:3121\(b\)\(7\)-2](#) [Types of Employees](#)
- [26 CFR 31:3121\(b\)\(7\)\(F\)](#) [Elected Officials and Election Workers](#)

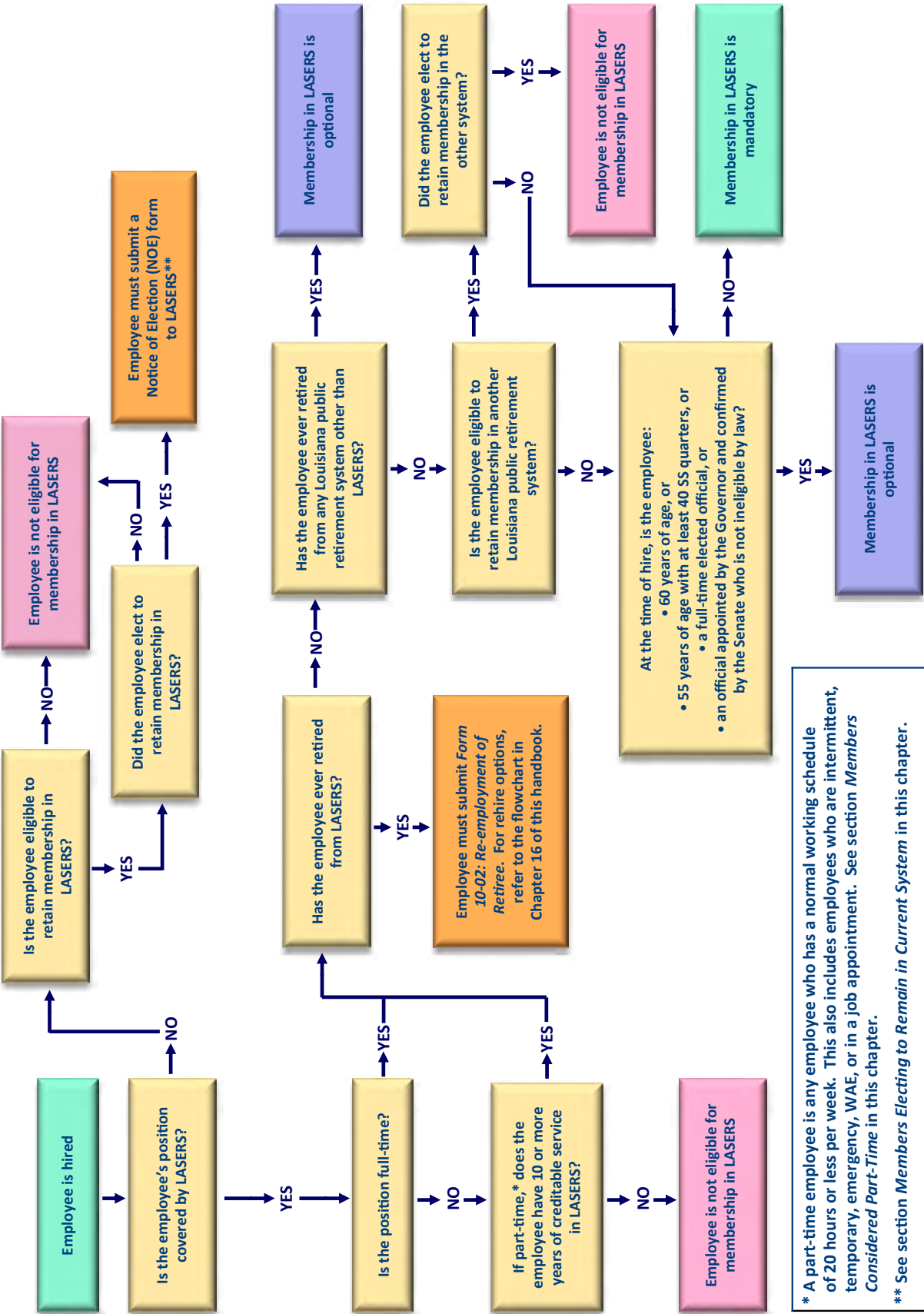
APPLICABLE CHAPTERS IN MEMBER'S GUIDE TO RETIREMENT

- [Chapter 2: General Membership](#)

APPLICABLE LASERS VIDEOS

- [LASERS: Your Retirement System](#)
- [What is Your Retirement Plan & Retirement Eligibility?](#)
- [Social Security Offset \(WEP and GPO\)](#)

The Enrollment Process: Determining Eligibility for Membership



* A part-time employee is any employee who has a normal working schedule of 20 hours or less per week. This also includes employees who are intermittent, temporary, emergency, WAE, or in a job appointment. See section *Members Considered Part-Time* in this chapter.

** See section *Members Electing to Remain in Current System* in this chapter.

The Enrollment Process: Determining a Retirement Plan

