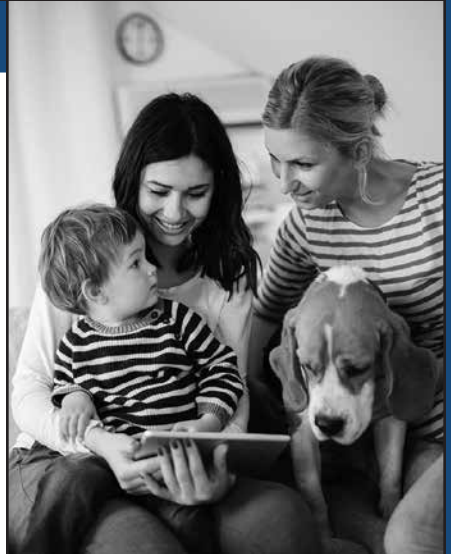




# Hybrid Retirement Plan

HANDBOOK FOR MEMBERS



# Virginia Retirement System Hybrid Retirement Plan

## HANDBOOK FOR MEMBERS

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## HELPING YOU PLAN FOR TOMORROW, TODAY

### VRS MISSION

VRS delivers retirement and other benefits to Virginia public employees through sound financial stewardship and superior customer service.

**Note:** The information contained in this document is governed by Title 51.1 of the *Code of Virginia* and other applicable law. This information is intended to be general. It cannot be complete in all details and cannot supersede or restrict the authority granted by the *Code of Virginia*, which may be amended from time to time.



## HYBRID RETIREMENT PLAN

### HANDBOOK FOR MEMBERS

You are eligible for the VRS Hybrid Retirement Plan if your membership date is on or after January 1, 2014, and you are:

- A full-time permanent, salaried state employee.
- A faculty member of a Virginia public college or university, excluding those eligible for hazardous duty benefits.
- A full-time permanent, salaried teacher or administrative employee of a Virginia public school division.
- A full-time permanent, salaried employee of a VRS-participating political subdivision (city, county, town, authority, commission), excluding those eligible for hazardous duty benefits.
- A local law enforcement officer, firefighter or emergency medical technician whose employer does not provide enhanced hazardous duty benefits or the hazardous duty alternate option.
- An employee who elected the Hybrid Retirement Plan instead of an optional retirement plan (ORP) authorized or administered by VRS.

**Opt-In Members:** If your membership date is before January 1, 2014, and you elected to transfer to the VRS Hybrid Retirement Plan from VRS Plan 1 or VRS Plan 2, your coverage became effective July 1, 2014. If you were previously employed in a covered position and took a refund of your defined benefit member contributions and interest or withdrew your full account balance in an optional retirement plan (ORP), you will be rehired under the Hybrid Retirement Plan if you return to a position eligible for the plan. If you return to a position providing eligibility for either the hybrid plan or an ORP, you will elect one of these retirement plans upon reemployment.

### CONTACT VRS

[varetire.org/hybrid](http://varetire.org/hybrid)  
[vrshybridsupport@varetire.org](mailto:vrshybridsupport@varetire.org)  
Toll-free: 855-291-2285  
TDD: 804-289-5919

**Important email notice:** Do not send personal or confidential information, such as your Social Security number, by email. VRS will send only non-confidential replies.

**VRS Retirement Counseling Center**  
1111 East Main Street, Richmond, VA 23219

**VRS Administrative Offices**  
1200 East Main Street, Richmond, VA 23219

**Mailing Address**  
P.O. Box 2500, Richmond, VA 23218

### CONTACT MISSIONSQUARE RETIREMENT

**Log in to Account Access to send a secure message:**  
[varetire.org/dcp-login](http://varetire.org/dcp-login)  
Toll-free: 877-327-5261  
TDD: 800-669-7471

**MissionSquare Retirement Virginia Service Center**  
951 E. Byrd Street, Suite 530  
Richmond, VA 23219

**Mailing Address**  
777 N. Capitol Street NE, Suite 600  
Washington, DC 20002

# BENEFIT INFORMATION AND PLANNING RESOURCES

## WEBSITES

- [varetire.org/hybrid](https://varetire.org/hybrid) – Benefit information, forms and publications.
- [myVRS.varetire.org](https://myVRS.varetire.org) – Your secure online member account with retirement planning and financial wellness tools.
- [varetire.org/dcp-login](https://varetire.org/dcp-login) – An overview of your defined contribution plan accounts, including account balance and return information, transaction history, beneficiary designations and investment management options.

## RETIREMENT COUNSELING

**Defined Benefit Component:** Talk with a counselor about your retirement options, applying for retirement and retiree benefits. Walk-in counseling or appointments are available; call VRS toll-free at 855-291-2285 from 8:30 a.m. – 4 p.m., Tuesday and Wednesday. Go to Contact Us at [varetire.org/hybrid](https://varetire.org/hybrid) for directions and parking information. You can also schedule a virtual one-on-one counseling appointment at [varetire.org/education](https://varetire.org/education).

**Defined Contribution Component:** VRS has contracted with MissionSquare Retirement as the third-party record keeper for the defined contribution component of the Hybrid Retirement Plan. MissionSquare Retirement's services include education and counseling about your investment and distribution options. Walk-in counseling or appointments are available; call MissionSquare Retirement toll-free at 877-327-5261 from 8:30 a.m. – 5 p.m., Monday through Friday.

## ADDITIONAL CONTACTS

- Anthem Blue Cross/Blue Shield (state employees): 800-552-2682; [anthem.com/cova](https://anthem.com/cova)
- Commonwealth of Virginia 457 Deferred Compensation Plan: 877-327-5261 (VRS-DC-PLAN1); [varetire.org/457](https://varetire.org/457)
- Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program: 866-859-6060; [genworth.com/cov](https://genworth.com/cov)
- Group Life Insurance Program: Securian Financial, 800-441-2258
- Internal Revenue Service: 800-829-1040; [irs.gov](https://irs.gov)
- Medicare: 800-MEDICARE (800-633-4227); [medicare.gov](https://medicare.gov)
- Social Security Administration: 800-772-1213; [ssa.gov](https://ssa.gov)
- Virginia Department of Human Resource Management (state employees): 804-225-2131; [dhrm.virginia.gov](https://dhrm.virginia.gov)
- Virginia Department of Taxation: 804-367-8031; [tax.virginia.gov](https://tax.virginia.gov)
- Virginia Local Disability Program (VLDP) for School Division and Political Subdivision Employees, if provided by your employer: Reed Group, 877-928-7021; [reedgroup.com/vldp-claims](https://reedgroup.com/vldp-claims); VLDP Long-Term Care Plan: illumifin Corp., 800-761-4057
- Virginia Sickness and Disability Program (VSDP) for state employees: Reed Group, 877-928-7021; [reedgroup.com/vsdp-claims](https://reedgroup.com/vsdp-claims); VSDP Long-Term Care Plan: illumifin Corp., 800-761-4057
- Virginia Workers' Compensation Commission: 877-664-2566; [workcomp.virginia.gov](https://workcomp.virginia.gov)

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## PREPARING FOR YOUR FUTURE

As a member of the Virginia Retirement System (VRS) Hybrid Retirement Plan, you have an opportunity to lay the foundation for your future retirement needs. Your partners are your employer, VRS and MissionSquare Retirement, the record keeper for VRS defined contribution plans.

In practical terms, preparing for retirement is about having enough income to live comfortably after you retire. Most financial planning experts recommend 80% of your current earnings as a retirement income target. The basic components are:

- Your retirement benefit and retirement savings through the defined benefit and defined contribution components of the VRS Hybrid Retirement Plan.
- Social Security.
- Savings you put aside for your future. That means not only saving for retirement but also staying on track toward your retirement income target by increasing the amount you save over your active career.

As a member of VRS, you also have other benefit coverage to protect you and your loved ones, which may include:

- Life insurance.
- Disability coverage.
- Long-term care benefits.
- Benefit for your beneficiary or survivor if you die while you are an active member.

The Virginia Retirement System *Hybrid Retirement Plan Handbook for Members* explains how these benefits support you while you are working and after you retire. It also describes the member resources available to help you get started on planning ahead.

## PLAN ELIGIBILITY

You are eligible for the VRS Hybrid Retirement Plan if your membership date is on or after January 1, 2014, and you are:

- A full-time permanent, salaried state employee.
- A faculty member of a Virginia public college or university, excluding those eligible for hazardous duty benefits.
- A full-time permanent, salaried teacher or administrative employee of a Virginia public school division.



- A full-time permanent, salaried employee of a VRS-participating political subdivision (city, county, town, authority, commission), excluding those eligible for hazardous duty benefits.
- A local law enforcement officer, firefighter or emergency medical technician whose employer does not provide enhanced hazardous duty benefits or the hazardous duty alternate option.
- An employee who elected the Hybrid Retirement Plan instead of an optional retirement plan (ORP) authorized or administered by VRS.

If your membership date is before January 1, 2014, and you elected to transfer to the VRS Hybrid Retirement Plan from VRS Plan 1 or VRS Plan 2, your coverage became effective July 1, 2014. If you were previously employed in a covered position and took a refund of your defined benefit member contributions and interest or withdrew your full account balance in an ORP, you will be rehired under the Hybrid Retirement Plan if you return to a position eligible for the plan. If you return to a position providing eligibility for either the hybrid plan or an ORP, you will elect one of these retirement plans upon reemployment.

Most positions covered under the hybrid plan are full-time permanent salaried positions. Some part-time permanent, salaried positions are also covered under VRS.

You are not eligible for the Hybrid Retirement Plan if:

- You are returning to VRS-covered employment and did not take a refund of your VRS account from a previous position where you were in Plan 1 or Plan 2 before January 1, 2014.
- Your position is covered under the State Police Officers' Retirement System (SPORS) or the Virginia Law Officers' Retirement System (VaLORS).
- You are a local law enforcement officer, firefighter or emergency medical technician, and your employer provides enhanced hazardous duty benefits or a hazardous duty alternate option.

**You have plenty of help.** Your employer and VRS are here to support you as you work toward your retirement goals:

- In addition to the contributions you make, your employer contributes to the defined benefit and defined contribution components of your plan. Your employer also helps coordinate your VRS benefits.
- VRS administers retirement and other benefit programs, manages the investments of the VRS trust fund and pays benefits to you and your beneficiaries. VRS also has partnered with MissionSquare Retirement, the record keeper for VRS defined contribution plans, to assist you with understanding your investment options and making investment decisions through the defined contribution component of your plan.

## Resources to Help You Plan a Successful Future

Whether you were just hired or are getting ready to retire, you can take advantage of free educational opportunities on everything from your benefits and financial wellness to investment options and retirement planning. Topics are offered through a variety of online and on-site educational mediums. Schedules and online registration are available at [varetire.org/hybrid](http://varetire.org/hybrid); see Education.



## **myVRS®** HELPING YOU PLAN FOR TOMORROW, TODAY

As a member of VRS, you have access to myVRS, one of your most important retirement planning resources. This secure, online system helps you prepare for your future and provides real-time benefit information based on your VRS member record. Additionally, VRS members (with some exceptions) can complete their retirement application online through myVRS. Once you retire, myVRS remains available to help you monitor your benefits and keep other information current like beneficiary designations, direct deposit and the health insurance credit, if you're eligible.

### KEY FEATURES

#### **Benefit Estimator and Retirement Planner**

Through the Benefit Estimator, you can create VRS retirement benefit estimates based on different retirement dates or payout options to see which will best meet your needs and those of your family when you retire. Keep in mind that the Benefit Estimator includes the defined benefit component of your plan and a general annuity calculation as an estimate of the defined contribution component of your plan.

Under the Retirement Planning tab, you can learn more about preparing for retirement and select a benefit scenario to enter in the goal-based Retirement Planner, along with other sources of income and expenses. Other worksheets and links are available to assist you with planning for taxes, health insurance and living expenses. The result will help you project your income and expenses in retirement.

**Note:** The plans and estimates you create through the myVRS Retirement Planner and myVRS Benefit Estimator are for your planning purposes only. They are based on your current member record, the information you enter and the policies in effect at the time you create them. The results may not reflect your actual retirement benefit amount or income and expenses in retirement. Create a new benefit estimate periodically or if your circumstances change.

#### **myVRS Financial Wellness**

Tap into personalized financial wellness features and tools. myVRS Financial Wellness will help you grow your confidence in financial decision-making through a variety of resources, including articles, videos, educational games, calculators and budgeting tools. No matter where you are in your career, you can increase your knowledge on topics like:

- Debt and credit management.
- Spending habits.
- Credit cards.
- Career-development strategies.
- Saving and investing.
- Planning for the future.
- Health insurance and long-term care costs and coverage.

Take charge of your financial health by selecting myVRS Financial Wellness when you log in to myVRS.



## Member Benefit Profile

Through myVRS, you can view your Member Benefit Profile (MBP). The MBP is based on information your employer reports to VRS through June 30 of each year. Each yearly statement shows a total retirement income estimate combining your unreduced benefit estimate, a Social Security estimate and an estimated annuity from your deferred compensation plan, if applicable. You can measure this estimate against a retirement income target of 80% of your creditable compensation. Your annual MBP is printable and a helpful planning document. You can also view your current account balances on your myVRS homepage.

## Beneficiary Management

When logged in to your myVRS account, you can name or update beneficiaries for your defined benefit member contributions and VRS Group Life and Optional Life Insurance, if you are eligible. Beneficiary designations for VRS defined contribution plans are updated separately using Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login).

## Creating Your myVRS Member Online Account

Register for your account at [myvrs.varetire.org](https://myvrs.varetire.org). VRS takes many measures every day to keep your information secure. Verifying your myVRS account helps prevent someone else from attempting to lay claim to the account fraudulently.

## Security and Privacy

VRS is committed to protecting the security and privacy of your information. Before you are allowed access to your information, your identity is authenticated through the online account creation process. You set up your own username and password, which you use each time you log in to myVRS.

Randomly generated questions presented during registration come from a third-party identity verification service and are used only for the initial verification process. VRS does not retain the information or share it with anyone.

You will have two attempts to register before a lockout occurs. Once registered, you can use the Forgot Password feature if you get locked out.

## Assistance With myVRS

Select Help from the top of any screen for general information.

For additional assistance, call VRS toll-free at 855-291-2285 and select option 1, 8:30 a.m.–5 p.m., Monday through Friday, or contact [myvrsonlineassistance@varetire.org](mailto:myvrsonlineassistance@varetire.org).

**Important email notice:** Do not send confidential or personal information, such as your Social Security number, by email even when you are logged into your account. VRS will send only non-confidential replies.

## ACCOUNT ACCESS

As a participant in the Hybrid Retirement Plan, you have the ability to manage your defined contribution accounts 24 hours a day, seven days a week through Account Access. Visit [varetire.org/dcp-login](https://varetire.org/dcp-login) to create a user ID and password to log in.

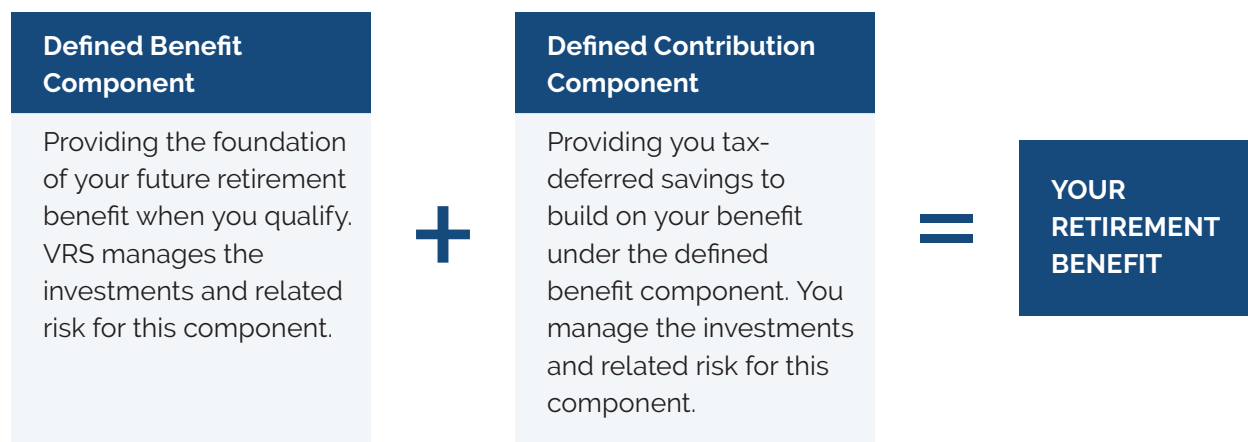
Account Access provides an overview of your defined contribution savings, including account balance and return information, transaction history, beneficiary designations and investment management options. View your quarterly statements online and select to receive electronic statements if desired. You can also use Account Access to manage your voluntary contributions and to request distributions, when eligible.

When you register your account, complete the identity-verification steps and create a strong password, you help prevent someone else from attempting to lay claim to your accounts fraudulently. Remember to regularly log in and make sure your accounts reflect recent transactions that you initiated.

For assistance with Account Access or any of your defined contribution plan accounts, contact MissionSquare Retirement Participant Services at 800-669-7400.

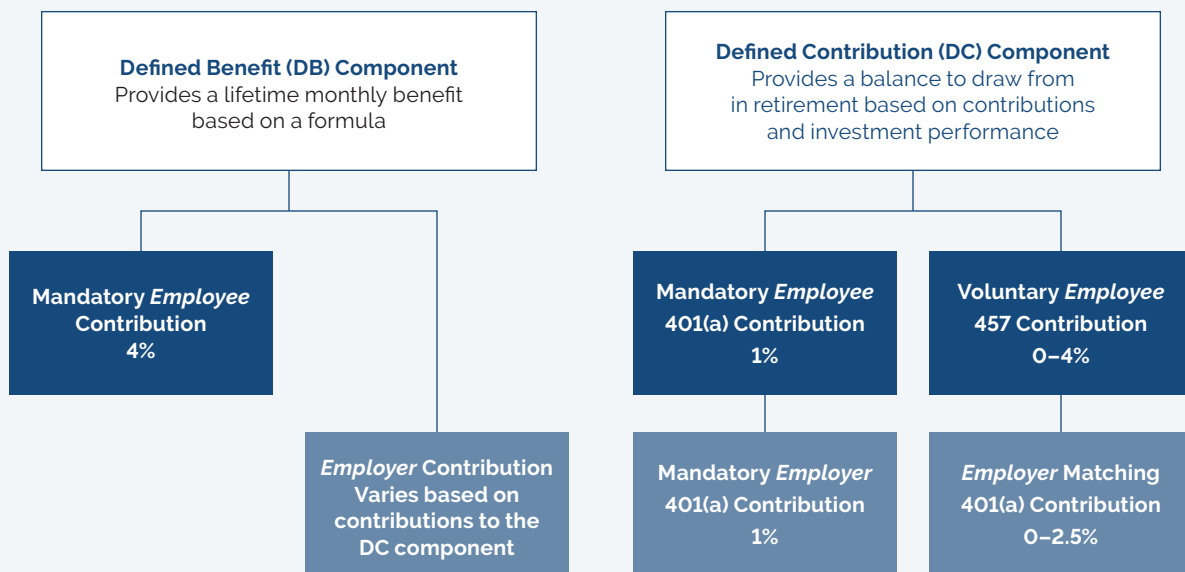
## HOW YOUR PLAN WORKS

A hybrid retirement plan is a combination of two types of plans: a defined benefit plan and a defined contribution plan:



Your Hybrid Retirement Plan retirement benefit can increase when you make additional voluntary contributions to the defined contribution (DC) component of the plan. For details on each plan component, see Chapter 2 – The Defined Benefit Component of Your Plan and Chapter 3 – The Defined Contribution Component of Your Plan.

## HYBRID RETIREMENT PLAN



Employee contributions are placed into the Member Contribution Account and are used to provide a monthly retirement benefit.

The employer makes a separate contribution to VRS for all covered employees (not individuals).

VRS invests these contributions to provide a monthly retirement benefit once the member meets eligibility requirements.

All mandatory contributions, along with any employer matching contributions, are placed into the Hybrid 401(a) Cash Match Plan. All voluntary contributions are placed into the Hybrid 457 Deferred Compensation Plan.

The employee should consider investment objectives, risks, fees and expenses carefully before investing.

## EXPLORE MORE WITH THE HYBRID PLAN LEARNING CHANNEL

Whether you're a new member in the Hybrid Retirement Plan or want to better understand the details, the [Hybrid Retirement Plan Learning Channel](#), with its selection of quick-watch videos, is a great place to start. Find the full suite of videos at [varetire.org/hybrid](https://varetire.org/hybrid); see Education.



### Learning Channel Videos

- **Starting Your Hybrid Plan Adventure** introduces the plan to new VRS members.
- **Driving Your Hybrid Plan** explains how the defined benefit and defined contribution components of the plan work together.
- **Exploring Your Hybrid Plan** takes a closer look at mandatory and voluntary contributions and how to take full advantage of the employer match.
- **Savings Toolkit** shows which VRS tools to use to maximize your savings and track your progress on saving for your future.
- **Things to Know Before You Go** explains your benefit options if you leave your job before retirement.
- **Retiring Minds Want to Know** explores the financial and mental impacts of retirement.
- **Retirement Ready** helps you determine when you will be eligible to receive retirement benefits from the two components of your plan.
- **Your Retirement, Your Choice** dives into the different ways you can receive your funds at retirement.

## QUICK REFERENCE

### **Need access to your member information?**

Through myVRS, you can view information from your member record, track your savings progress, create benefit estimates and plan for retirement. To create a secure online account, visit [myVRS.varetire.org](https://myVRS.varetire.org).

Manage your defined contribution accounts and information through Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login).

See: [Chapter 1 – Welcome to VRS](#)

### **Have public service from previous employment or military service?**

If you have eligible service from a previous public position, active duty military service, an eligible period of leave or VRS refunded service, you may purchase this service to add to your VRS retirement benefit.

See: [Chapter 5 – Enhancing Your Benefit: Purchase of Prior Service](#)

### **Had a change in your marital status; having or adopting a child?**

If your personal or family situation changes, review your VRS and MissionSquare Retirement beneficiary designations as soon as possible. VRS is required by law to pay benefits according to the latest beneficiary designation in your member record.

Register or log in to your myVRS account to name or update beneficiaries for the defined benefit portion of your plan. For the defined contribution component of your plan, you can designate beneficiaries by logging into Account Access or by calling MissionSquare Retirement at VRS-DC-Plan1 (877-327-5261) and selecting option 1.

If you participate in the VRS Group Life Insurance Program and you need to update your current designation, log in to myVRS. Or, you can request your current designation from Securian Financial, the insurer for the Group Life Insurance Program, by calling 800-441-2258. Neither Securian Financial nor VRS can provide this information over the phone. It will be mailed to you.

If you are covered under the VRS Group Life Insurance Program, you are eligible to elect additional coverage for yourself as well as a spouse or dependent children through the Optional Group Life Insurance Program. You pay the premiums through payroll deduction.

See: [Chapter 4 – Commonwealth of Virginia 457 Deferred Compensation Plan](#)  
[Chapter 6 – Group Life and Long-Term Care Insurance Programs](#)  
[Chapter 13 – Insurance in Retirement](#)

### **Have you become disabled?**

If you are a state employee enrolled in the Virginia Sickness and Disability Program (VSDP), you may have income protection if you can't work because



of a non-work-related or work-related illness or injury; there are eligibility periods for some coverage. You also are covered under the VSDP Long-Term Care Plan at no cost to you.

If you are an employee of a school division or a political subdivision, you have disability benefits under the Virginia Local Disability Program (VLDP), or a comparable program provided by your employer.

See: [Chapter 6 – Group Life and Long-Term Care Insurance Programs](#)

[Chapter 7 – VSDP](#)

[Chapter 8 – VLDP](#)

### **Planning to leave your job?**

If you leave your position, you can keep your account balance with VRS. You will be considered a deferred member. If you are vested, you may be eligible for a future retirement benefit if you meet the age and service requirements for your plan. You may also leave your money in your defined contribution plan accounts and continue to manage your investments.

Alternatively, you can request a refund of your member contributions and interest. You will receive a full refund of your member contributions and a full or partial refund of employer contributions, based on whether or not you are vested (you have at least five years of service credit) or are involuntarily separated from employment for causes other than job performance or misconduct. Taking a refund cancels your membership and eligibility for any future VRS benefits.

You are also eligible to make withdrawals from your defined contribution plan accounts. Withdrawals of your 401(a) employer contributions and net investment earnings on employer contributions are subject to a vesting schedule. You are always fully vested in your contributions and net investment earnings to both the 401(a) and 457 plan accounts.

Review your member contribution account balance and other benefit information in myVRS before deciding the option that will best meet your needs.

If you leave employment, you may be eligible to continue other coverage, such as life insurance or long-term care insurance. If you are involuntarily separated from employment, you may qualify for severance benefits.

See: [Chapter 4 – Commonwealth of Virginia 457 Deferred Compensation Plan](#)

[Chapter 10 – Leaving Employment](#)

[Chapter 12 – Receiving Retirement Plan Payments](#)

### **Ready to prepare for retirement?**

It's never too soon to plan for retirement:

- Maximize your voluntary contributions to the defined contribution component of your plan. You'll receive an employer match of up to 2.5%.
- Start saving early in your career through the Commonwealth of Virginia 457 Plan or another supplemental retirement plan, if either are offered by your employer. You may wish to increase your contribution rate over the course of your career.
- Take advantage of free member education about your benefits, including the Hybrid Retirement Plan Learning Channel, myVRS Financial Wellness resources, as well as defined contribution plan savings opportunities.
- Set up a counseling appointment with a VRS retirement counselor or a MissionSquare Retirement defined contribution plans retirement specialist to get one-on-one guidance.



- Be sure to register for myVRS and Account Access, which give you secure online access to your benefit information and retirement planning tools.

See: [Chapter 2 – The Defined Benefit Component of Your Plan](#)

[Chapter 3 – The Defined Contribution Component of Your Plan](#)

[Chapter 4 – Commonwealth of Virginia 457 Deferred Compensation Plan](#)

[Chapter 11 – Getting Ready to Retire](#)

### **Organizing Your Affairs for the Future?**

You have an opportunity to name a trusted person to act on your behalf in the event you need assistance with your retirement accounts. To name an agent for VRS matters, submit a VRS Durable Power of Attorney (VRS-901). The form is available at [varetire.org/hybrid](http://varetire.org/hybrid); see Forms. VRS also offers a *Get Organized* guide, which helps you create a secure inventory of personal assets, expenses and records to review with those you trust. Find it on the hybrid plan member website under Publications.

If you die while you are an active member, your beneficiary may be eligible for a death-in-service benefit, funds from your defined contribution accounts, funds from another tax-deferred savings plan, if applicable, or any life insurance benefits you may have. At retirement, you can elect the Survivor Option if you wish to continue a monthly benefit to a survivor upon your death. If you have VRS basic group life insurance, your coverage includes an accelerated death benefit option if you are diagnosed with a terminal condition and have fewer than 12 months to live. In the event of your death, *Losing a Loved One: Guide for Families* will help your beneficiary or survivor know what to do regarding benefit claims. The publication is available at [varetire.org/hybrid](http://varetire.org/hybrid); see Publications.

See: [Chapter 6 – Group Life and Long-Term Care Insurance Programs](#)

[Chapter 9 – Death-in-Service Benefits](#)

[Chapter 13 – Insurance in Retirement](#)

### **Seeking more details about your benefits as a retiree?**

When you retire, you may be eligible for life insurance and the health insurance credit in addition to your monthly retirement benefit. Also, learn about direct deposit, the cost-of-living adjustment (COLA), taxes and payment options for your deferred compensation plan accounts.

See: [Chapter 12 – Receiving Retirement Plan Payments](#)

[Chapter 13 – Insurance in Retirement](#)

### **Plan to work after you retire?**

Under some circumstances, you can work after retirement with no interruption in your monthly benefit. If you return to VRS-covered employment; however, your benefits will stop and you will again become an active member. Any cost-of-living adjustments (COLAs) you received while retired will not continue when you retire again. You may become eligible for an annual COLA effective July 1 of the second calendar year after your subsequent retirement.

See: [Chapter 12 – Receiving Retirement Plan Payments](#)

[Chapter 14 – Working After Retirement](#)

### **Have more questions about your benefits?**

If, after reviewing this handbook, you have additional questions, contact your human resource office, log in to your myVRS account or call VRS toll-free at 855-291-2285.



# 2

## The Defined Benefit Component of Your Plan

The Foundation of Your Retirement Benefit

Contributions

Qualifying for Retirement

Benefit Payout Options

## THE FOUNDATION OF YOUR RETIREMENT BENEFIT

The defined benefit component of the VRS Hybrid Retirement Plan provides the foundation of your retirement benefit. The benefit under this component is a pension based on your age, total service credit and average final compensation. Average final compensation is the average of your 60 consecutive months of highest creditable compensation as a covered employee.

VRS manages the investments and related risk for member and employer contributions to the defined benefit component. If you are eligible for retirement, you will receive this benefit monthly over your lifetime.

## CONTRIBUTIONS

The defined benefit component of the Hybrid Retirement Plan is funded through member and employer contributions to VRS, which are invested over your career. VRS holds these funds in a trust protected by the *Constitution of Virginia*. This trust may be used only to administer and pay benefits for VRS members, retirees and beneficiaries.

### MEMBER CONTRIBUTIONS

You contribute a mandatory 4% of your creditable compensation each month to your defined benefit member contribution account on a pretax basis. Your contributions are tax-deferred until you withdraw them as part of your retirement benefit or as a refund if you leave employment. Your member contribution account accrues 4% interest, which is compounded annually on the balance as of the previous June 30. When you retire, your benefit is paid first from your member contributions and interest. After these funds have been paid out, your benefit is paid from the separate contribution your employer makes to VRS and from investment earnings. The *Code of Virginia* does not allow VRS members to borrow or withdraw funds from their member contribution accounts.

If you leave your position before retirement, you can keep your defined benefit funds with VRS. You will be considered a deferred member. If you are vested, you may be eligible for a future retirement benefit if you meet the age and service requirements for your plan. You can also request a refund of your member contributions and interest.

## What Is Creditable Compensation?

Creditable compensation is your current annual base salary excluding overtime; extraordinary pay; bonus pay; housing and moving expenses; mobile device and internet costs; vehicle allowances; termination pay for leave; non-permanent shift differentials; payments of a temporary nature including but not limited to acting pay (if not permanently confirmed for the position); or payments for extra duties, such as pay for teachers who serve as coaches. Other exclusions apply.

Taking a refund cancels your membership and eligibility for any future VRS defined benefit. For more information, see Chapter 10 – Leaving Employment.

## EMPLOYER CONTRIBUTION

Your employer makes a separate contribution to your defined benefit component based on the payroll of all covered employees. The VRS plan actuary determines the rate your employer pays. This rate is based on several factors, including the number of employees eligible for benefits, number of retired employees, employee salaries, ages and mortality rates. Members are not eligible for a refund of the separate employer contribution.

## QUALIFYING FOR RETIREMENT

### VESTING

Vesting is the minimum length of service needed to qualify for a retirement benefit. You become vested in the defined benefit component of your plan when you have at least five years (60 months) of service credit. Once you are vested, you are eligible for a retirement benefit if you meet the age and service requirements for your plan.

### UNREDUCED RETIREMENT

You become eligible for an unreduced retirement benefit under the defined benefit component when you reach your normal Social Security retirement age and have at least five years of service credit or when your age and service equal 90 (Rule of 90) and you have at least five years of service credit. Example: Age 60 with 30 years of service credit.

### REDUCED RETIREMENT

You may retire with a reduced benefit as early as age 60 if you have at least five years of service credit. To determine your reduced benefit, VRS applies an early retirement reduction factor to your unreduced basic benefit.

## What Is Covered and Non-Covered Employment?

**Covered employment** is a full-time permanent, salaried position with an employer that participates in VRS. Some part-time permanent, salaried state positions also are covered under VRS.

**Non-covered employment** is a part-time position with a VRS-participating employer. Non-covered positions do not provide eligibility for benefits. Part-time positions typically require 80% or less of the hours of comparable full-time permanent positions. Some full-time positions may be considered non-covered if they are temporary and require 80% or less of the hours per year that would be considered full-time and permanent for that position.

## Felony Conviction

If you are convicted of a felony and your employer determines that your conviction is related to your job duties, the employer must direct that all employer contributions and VRS-related benefits be forfeited. All member contributions will be refunded to you. Contact your human resource office for more information.

## Designating Beneficiaries for the Defined Benefit Component

To name beneficiaries for your defined benefit member contributions, register or log in to your myVRS account and select manage beneficiaries under the Manage My Benefits tab. myVRS also allows you to name beneficiaries for your VRS Basic and Optional Group Life Insurance.

To learn more about designating beneficiaries for both components of the Hybrid Retirement Plan, visit [varetire.org/hybrid](http://varetire.org/hybrid); see Milestones.

## BENEFIT PAYOUT OPTIONS

When you apply for retirement, you choose how you want to receive your benefit. The payout options under the defined benefit component are the Basic Benefit, Survivor Option, Basic Benefit with the Partial Lump-Sum Option (PLOP), Survivor Option with the PLOP and Advance Pension Option. **The option you elect is irrevocable.** That means you cannot change it after you retire, with the exception of the Survivor Option under some conditions.

### BASIC BENEFIT

The Basic Benefit is a monthly benefit based on a formula. See "Your Core Benefit" for a calculation example. If you retire with a reduced benefit, VRS will first determine the amount of your Basic Benefit and then apply an early retirement reduction factor. The Basic Benefit does not provide a continuation of a benefit to a survivor. However, your beneficiary will be eligible for a lump-sum payment of any funds remaining in your member contribution account upon your death.

## Your Core Benefit

The defined benefit component of your plan provides a monthly benefit when you retire. Your core benefit is called the Basic Benefit. It is calculated using a percentage of your average final compensation multiplied by your service credit at retirement. The percentage is called a retirement multiplier. Under the VRS Hybrid Retirement Plan, the retirement multiplier is 1%.

**Average final compensation** is the average of your 60 consecutive months of highest creditable compensation as a covered employee, as shown in the following example:

### Average Final Compensation Example

60 consecutive months of highest creditable compensation	\$210,000
Divided by five years (60 months)	÷ 5
Average final compensation	\$42,000

## Calculating the Basic Benefit

Here is an example of how the unreduced basic benefit is calculated for a member retiring at age 60 with 30 years of service credit.

Formula	Example
Average final compensation	\$42,000.00
× 1.0%*	× .01
× Years of service credit	× 30
Annual benefit amount	\$12,600.00
÷ 12 months	÷ 12
Monthly benefit amount before taxes and other deductions	\$1,050.00

\*If you were employed before January 1, 2014, and elected to transfer to the Hybrid Retirement Plan, service you earned, purchased or were granted prior to January 1, 2014, will be based on different retirement multipliers.

### Calculating a Reduced Basic Benefit

To calculate a reduced Basic Benefit amount, a retirement reduction factor will be applied to your unreduced Basic Benefit amount.

**Note:** The Internal Revenue Code limits the amount of annual compensation that may be used to calculate a retirement benefit. The income limits typically change annually. If these limits apply to you, contact your human resource office for help in calculating your benefit estimate.

## Defined Benefit Multiplier for Opt-In Members

For members who opted into the Hybrid Retirement Plan, the defined benefit multiplier will be applied to the period under which the member earned the service. A Plan 1 member who opted into the Hybrid Retirement Plan would have a 1.7% multiplier applied to any service earned, purchased or granted before July 1, 2014, and a 1% multiplier applied to any earned, purchased or granted service that occurs after July 1, 2014. Plan 2 members who opted into the Hybrid Retirement Plan would have a 1.7% multiplier applied to any earned, purchased or granted service that occurred before January 1, 2013; a 1.65% multiplier for the service that occurred between January 1, 2013, and June 30, 2014; and a 1% multiplier for service after July 1, 2014.

### SURVIVOR OPTION

With this option, you elect to receive a lower monthly benefit during your retirement so that your survivor can receive a monthly benefit after your death. If you elect this option, you will choose a whole percentage of your benefit, between 10% and 100%, to go to your survivor. Your benefit amount will be based on this percentage, your age and the age of your survivor at your retirement date.

You can name any living person as your survivor; you can also name more than one survivor. The Internal Revenue Service (IRS) may limit the amount of your benefit that can go to a non-spouse survivor. For additional information, contact the IRS toll-free at 800-829-1040 or visit [irs.gov](https://www.irs.gov).

**Changing the survivor option.** You can name a new survivor or revert to the Basic Benefit if:

- Your survivor dies.
- Your survivor is your spouse and you divorce with fewer than 20 years of marriage.
- Your survivor is your spouse, you divorce after 20 or more years of marriage and your spouse dies, remarries or consents in writing to a change in benefit.
- You provide VRS a written consent from your survivor giving up claim to a benefit along with proof of your survivor's good health.

You can change the Survivor Option only once. If you elect the Survivor Option and need to change your survivor after you retire, call VRS toll-free at 855-291-2285 for assistance.

**Note:** If you are divorced and VRS has an Approved Domestic Relations Order (ADRO) on file, your benefit must be paid as directed by the ADRO. For more information about attachments to retirement benefits, see Chapter 12 – Receiving Retirement Plan Payments.

## BASIC BENEFIT WITH PLOP OR SURVIVOR OPTION WITH PLOP

You may elect a Partial Lump-Sum Option Payment (PLOP) with the Basic Benefit or Survivor Option if you work at least one year beyond the date you first become eligible for an unreduced retirement benefit. You can choose an amount equal to one, two or three times your annual retirement benefit amount, depending on how long you work beyond your unreduced retirement eligibility date. This amount is paid from your member contribution account and reduces your monthly benefit.

**PLOP amounts.** The amount depends on how long you work beyond the date you first become eligible for an unreduced retirement benefit, as shown in the following chart:

### PARTIAL LUMP-SUM OPTION PAYMENT (PLOP) AMOUNTS

Active service beyond unreduced retirement	PLOP eligibility	Example based on an annual Basic Benefit of \$12,600
12 months	1 x annual Basic Benefit amount (one-year PLOP)	\$12,600
24 months	1 or 2 x annual Basic Benefit amount (one- or two-year PLOP)	\$12,600 or \$25,200
36 months or more	1, 2 or 3 x annual Basic Benefit amount (one-, two- or three-year PLOP)	\$12,600, \$25,200 or \$37,800

**Qualifying for the PLOP.** Prior service credit or granted service credit counts toward eligibility for unreduced retirement. However, to qualify for a PLOP, you must be working as an active member beyond the date you become eligible for an unreduced retirement benefit. Prior service credit or granted service credit cannot substitute for this active service.

**Taxes on the PLOP.** If you have the PLOP paid directly to you, VRS will deduct 20% for federal income taxes and, if you live in Virginia, 4% for state income taxes. The IRS also may impose an additional 10% tax penalty for early withdrawal of member contributions if you receive the PLOP before age 59½; there are exceptions to this rule. You can roll over the PLOP to the Hybrid 457 Deferred Compensation Plan, the Commonwealth of Virginia 457 Deferred Compensation Plan or the Virginia Cash Match Plan (if applicable), an Individual Retirement Account (IRA) or another qualified tax-deferred savings plan that accepts rollovers. An established account with a balance is required for PLOP payments to the Commonwealth of Virginia 457 Plan and the Virginia Cash Match Plan. For more information, read the IRS 402(f) Special Tax Notice available at [varetire.org/hybrid](http://varetire.org/hybrid); see Forms; or contact a tax advisor or the IRS toll-free at 800-829-1040 or [irs.gov](http://irs.gov).

**Beneficiary Payment Under the PLOP.** The PLOP with the Basic Benefit does not provide a continuation of a benefit to a survivor. However, your beneficiary will be eligible for a lump-sum payment of any funds remaining in your member contribution account upon your death. Because the PLOP is paid from your member contribution account, there may be no funds remaining in your account or the balance may be less than if you elected the Basic Benefit without the PLOP.





## ADVANCE PENSION OPTION

With this option, you elect to increase your monthly benefit temporarily. The temporary increase will begin when you retire and continue until an age you choose, between age 62 and the age you become entitled to a normal Social Security benefit. At that point, your benefit will be permanently reduced. You can elect this option with an unreduced or reduced retirement benefit.

To calculate your benefit amount, VRS will add a percentage of your estimated monthly Social Security benefit to your monthly VRS benefit. The percentage is based on several factors, including your age when you retire and the age you want your benefit to permanently reduce. When the temporary increase ends, your benefit will be reduced by the estimated monthly Social Security benefit used to determine your temporary increase. However, it will never be reduced by more than 50% of your Basic Benefit amount.

**Note:** This option does not affect the amount of your Social Security benefit. You may also draw your Social Security when you are eligible for it, regardless of the age you choose for your benefit to reduce. The Advance Pension Option does not provide a continuation of a benefit to a survivor. You cannot elect the Advance Pension Option with other benefit payout options.

**Estimating and Electing the Advance Pension Option.** You will need a Social Security benefit estimate adjusted for purposes of estimating or electing this option. The estimate must be less than 12 months old, assume you will have no future earnings and be based on your Social Security earnings record. For detailed instructions, go to [varetire.org/apo](https://varetire.org/apo).

## Use myVRS to Calculate the Best Option for You

Through myVRS, you can create benefit estimates based on different payout options to see which option will best meet your needs and those of your family in retirement. Your retirement benefit amount is based on factors such as service credit, age, average final compensation and your selected benefit payout option. Create a new benefit estimate periodically or if your circumstances change. You can also see your current member contribution account balance, your defined contribution balance, service credit and other information from your member record. To register or log in to your secure online account, visit [myVRS.varetire.org](https://myVRS.varetire.org).

## Benefit Payout Options and the COLA

You receive cost-of-living adjustments (COLAs) to your retirement benefit to assist with rising costs. The COLA calculation is based on the payout option you elect at retirement, excluding the hazardous duty supplement:

- For the Basic Benefit or Advance Pension Option, the calculation is based on the Basic Benefit amount.
- For the Basic Benefit with the Partial Lump-Sum Option Payment (PLOP), Survivor Option or Survivor Option with the PLOP, the calculation is based on the reduced benefit amount.

During years of no inflation or deflation, the COLA will be 0%. For more information about the COLA, see Chapter 12 – Receiving Retirement Plan Payments.



# 3

## *The Defined Contribution Component of Your Plan*

Building Your Retirement Benefit  
Contributions  
Your Hybrid Plan Accepts Qualified  
Rollover Funds

Vesting  
Choosing Your Investment Path

## BUILDING YOUR RETIREMENT BENEFIT

The defined contribution component of the VRS Hybrid Retirement Plan is based on contributions and net investment returns on contributions. You have two investment accounts: the Hybrid 401 (a) Cash Match Plan and the Hybrid 457 Deferred Compensation Plan. You manage the investments and related risk for the defined contribution component to build on the retirement benefit provided by the defined benefit component.

### Manage Your Defined Contribution Plans Online

Use Account Access at  
[varetire.org/dcp-login](http://varetire.org/dcp-login) to make  
contribution changes. See  
Chapter 1 – Welcome to VRS.

## CONTRIBUTIONS

### MANDATORY CONTRIBUTIONS

You contribute a mandatory 1% of your creditable compensation each month to your Hybrid 401(a) Cash Match Plan. Your employer also contributes a mandatory 1% into this account.

### VOLUNTARY CONTRIBUTIONS AND THE EMPLOYER MATCH

You can contribute up to an additional 4% in voluntary contributions to the Hybrid 457 Deferred Compensation Plan and receive an employer match of up to 2.5%. The chart below illustrates the employer match you'll receive based on the amount of the voluntary contribution you make. The more you contribute, the higher the match. Taxes are deferred on both contributions and earnings, allowing you to pay less in taxes now. The sooner you start – the more your savings add up over time.



### Explore Hybrid Plan Contributions on the Hybrid Plan Learning Channel

Learn how mandatory and voluntary contributions fund your retirement and how to take advantage of your employer's match with the **Exploring Your Hybrid Plan** video on the Hybrid Plan Learning Channel. Find the full suite of videos at [varetire.org/hybrid](http://varetire.org/hybrid); see Education.

## DEFINED CONTRIBUTION (DC) COMPONENT CONTRIBUTIONS

Employee Mandatory Contributions Hybrid 401(a)	Employer Mandatory Contributions Hybrid 401(a) <sup>†</sup>	Employee Voluntary Contributions Hybrid 457	Employer Matching Contributions Hybrid 401(a) <sup>†</sup>
1.00%	1.00%	0.00%	0.00%
		0.50%	0.50%
		1.00%	1.00%
		1.50%	1.25%
		2.00%	1.50%
		2.50%	1.75%
		3.00%	2.00%
		3.50%	2.25%
		4.00%	2.50%

### EMPLOYER-SPONSORED 403(B) OPTION FOR SCHOOL DIVISION EMPLOYEES

School divisions may elect to offer Hybrid Retirement Plan members an employer-sponsored hybrid 403(b) option for employee voluntary contributions.

Between November 1-30 of each year, if you are a hybrid plan member at a school division that elects to offer an employer-sponsored hybrid 403(b) plan, you may elect to direct your voluntary contributions to the employer-sponsored plan. If you do not elect the 403(b) plan, any voluntary contributions you make will go to your VRS Hybrid 457 Deferred Compensation Plan.

If you elect the employer-sponsored hybrid 403(b) for your voluntary contributions, your employer will contribute the corresponding employer match to an employer-sponsored hybrid 403(b) or 401(a) plan on your behalf. If you elect to continue, or start to make, voluntary contributions to the VRS Hybrid 457 Deferred Compensation Plan, your employer will contribute the corresponding employer match to your VRS Hybrid 401(a) Cash Match Plan.

Employers may elect annually to offer an employer-sponsored 403(b) plan and then provide an annual election window for their hybrid plan members to participate in the employer-sponsored plan or the VRS plan.

## HYBRID RETIREMENT PLAN CONTRIBUTIONS

Your Contributions		Your Employer's Contributions	
Defined benefit mandatory contributions	4.00%	Defined benefit mandatory contributions	Actuarially determined rate
Defined contribution mandatory contributions	+ 1.00%	Defined contribution mandatory contributions	+ 1.00%
Defined contribution voluntary contributions if you contribute the maximum amount	+ Up to 4.00%	Defined contribution employer matching contributions if you contribute additional voluntary contributions	+ Up to 2.50%
<b>Total Possible Member Contributions</b>	<b>= 9.00%</b>	<b>Total Employer Contributions</b>	<b>= Actuarially determined rate + up to 3.50% in employer matching contributions</b>

## ELECTING YOUR VOLUNTARY CONTRIBUTIONS

Log in to Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login) and select the percentage of your paycheck you would like to set aside in voluntary contributions to your Hybrid 457 Deferred Compensation Plan. You can elect to save up to 4% right away. You can also change your contributions by calling Participant Services at 877-327-5261 and selecting Option 1. You will receive a confirmation notification when you make a change.

Members can make changes to their voluntary contributions each quarter (January, April, July, October). You can make changes until 4 p.m. ET on the 15th of the month before the next quarter. If the 15th is not a business day, the deadline will be 4 p.m. ET on the next business day after the 15th.

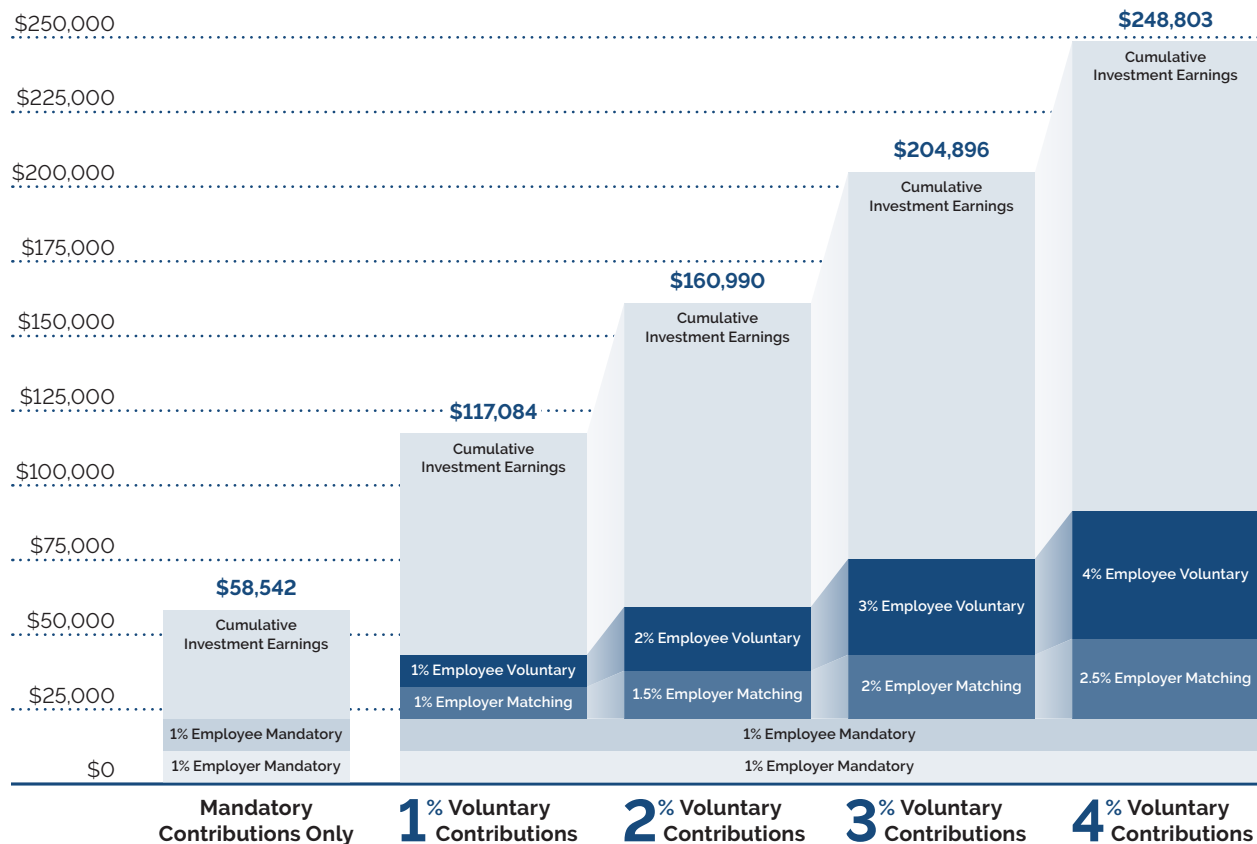
Deadline to Request Changes (until 4 p.m.)	Contribution Effective Date
December 15	January 1
March 15	April 1
June 15	July 1
September 15	October 1

**Paycheck calculator.** Wondering how increasing the amount of your voluntary contributions could affect your paycheck? Check out the paycheck calculator at [varetire.org/hybrid](https://varetire.org/hybrid); see Calculators. The calculator compares your current contributions to the percentage increase you choose and converts it to a dollar amount.

## THE VALUE OF CONTRIBUTING MORE MONEY OVER TIME

**This chart demonstrates the added value of contributing more money over time.**

For illustrative purposes only and based on a monthly income of \$3,000; assumes semimonthly employee contribution made on 15th and 30th of each month and a 6% average annual return after 30 years. The final account balance does not account for plan fees or expenses, which would reflect lower net returns. Investment return and principal value will fluctuate, so when shares are redeemed they may be worth more or less than the original cost.



**SmartStep to 4%.** Save more with small annual increases to your voluntary contributions. If you cannot save 4% now for the full 2.5% match from your employer, small increases will help you reach 4% gradually, with less impact on your paycheck. Once you choose SmartStep, you do not have to log in to increase your contribution each year—SmartStep does it for you.

To select your increase amount, log in to Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login). Choose your annual increase amount (from 0.5 to 3.5%) and which month your increase will occur (January, April, July or October). Your contribution will increase each year until you reach the maximum 4%. You will receive a confirmation notice when you make your SmartStep election.

**Voluntary contribution auto-escalation.** To help you maximize your retirement savings, the Hybrid Retirement Plan has an auto-escalation feature. Unless you opt out, your voluntary contributions to the Hybrid 457 Deferred Compensation Plan will automatically increase by 0.5% on a set three-year schedule until reaching the maximum 4%, which provides the highest employer match. The next auto-escalation date is available at [varetire.org/hybrid](https://varetire.org/hybrid); see Voluntary Contributions under Plan Info. Your defined contribution savings are an essential component of your future retirement benefit.

**How does SmartStep differ from auto-escalation?** The SmartStep and auto-escalation features work together to help you save more for your future. By opting into SmartStep, you can choose the amount and the month to automatically increase your contribution annually. No action is required for auto-escalation, which occurs on a set three-year schedule.

## Use Account Access to Name Beneficiaries for Your Defined Contribution Plans

Designate one or multiple beneficiaries to receive the accumulated value of your VRS defined contribution plans in the event of your death. Log in to Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login) to set beneficiaries for each plan in which you participate.

To learn more about designating beneficiaries for both components of the Hybrid Retirement Plan, visit [varetire.org/hybrid](https://varetire.org/hybrid); see Milestones.

## MILITARY LEAVE MAKE-UP CONTRIBUTIONS

If you leave your position to serve in the military, you cannot contribute to your Hybrid 457 Deferred Compensation Plan unless you continue to receive compensation from your employer. If you return to your position or to another position with an employer that offers the hybrid plan, you may contribute the amount of deferrals you were unable to make during your period of military leave. If applicable, you will receive the employer match on these make-up contributions.

## YOUR HYBRID PLAN ACCEPTS QUALIFIED ROLLOVER FUNDS

When you become a member of the Hybrid Retirement Plan, you may wish to consolidate retirement savings from other accounts with your hybrid plan. A rollover is a contribution of a pretax, lump-sum payment from a qualified savings plan to another qualified plan. A rollover allows you to continue to defer income taxes until you withdraw the money from your plan. If you are eligible to take a distribution from another plan, e.g., the plan of a former employer or an individual retirement account, you can roll over those funds to your Hybrid 457 Deferred Compensation Plan. You cannot roll over money to your Hybrid 401(a) Cash Match Plan.

### Plans That Qualify for Rollovers:

- 401(a) plan other than the Hybrid 401(a) Cash Match Plan
- 401(k) plan
- 457(b) and 403(b) plans
- Federal Thrift Savings Plan
- Traditional Individual Retirement Account (IRA)

## VESTING

Upon retiring or leaving employment, you can withdraw 100% of your Hybrid 457 Deferred Compensation Plan account balance and any contributions you made to the Hybrid 401(a) Cash Match Plan, plus any net investment earnings on your contributions.

Withdrawals of your 401(a) employer contributions and net investment earnings on employer contributions are subject to the following vesting schedule:

### 401(A) EMPLOYER CONTRIBUTION VESTING SCHEDULE

Years of Service Credit	Vesting Schedule	Allowable Withdrawals
One year	You will be 0% vested in the employer contributions.	You may not withdraw any employer contributions or net investment earnings.
Two years	You will be 50% vested in the employer contributions.	You may be eligible to withdraw 50% of these contributions plus net investment earnings.
Three years	You will be 75% vested in the employer contributions.	You may be eligible to withdraw 75% of these contributions plus net investment earnings.
Four or more years	You will be 100% vested in the employer contributions.	You may be eligible to withdraw 100% of these contributions plus net investment earnings.

Credit for prior service you may purchase or additional service you may be granted counts toward the service required for vesting in your 401(a) employer contributions and net investment earnings on employer contributions. For more information, see Purchase of Prior Service.

### What Are Net Investment Earnings?

Net investment earnings include investment gains and losses on contributions.

## CHOOSING YOUR INVESTMENT PATH

The investment options for the defined contribution component are organized into three pathways to make it easier for you to implement your investment decisions according to your knowledge and investment style. The path approach is flexible; you do not need to choose just one path or investment option. You can mix and match investment options within each or among paths to help you meet your objectives. You can also move existing balances between investment paths as well as change how your future contributions are invested.

The Target Date Portfolios included in the Do-It-For-Me Path serve as the default investment if you choose not to make an election. These investments provide a simple way to save for retirement by offering the ease and convenience of a professionally managed, diversified portfolio in one easy step. Although target date portfolios offer a simple investing solution, with asset classes becoming more conservative over time, you should continue to monitor your plan account and increase voluntary contributions to stay on track with your retirement objectives. Learn more about these options and others available to you online at [varetire.org/hybrid](https://varetire.org/hybrid) under Investments.

VRS has contracted with MissionSquare Retirement as the third-party record keeper for the defined contribution component of your plan. MissionSquare Retirement's services include education and counseling about your investments as well as distribution options and other topics to help you maximize the features of the defined contribution component in support of your retirement goals. For more information, call VRS-DC-Plan1 (877-327-5261, select option 1) and ask to speak to a Participant Services Representative.

For these services, a monthly record-keeping fee of \$2.54 will be deducted from your Hybrid 401(a) Cash Match Plan account (\$30.50 per year). If you participate in more than one VRS defined contribution plan, you pay only one annual fee of \$30.50. In addition, each investment option has investment management and other fund costs that vary. Investment option fees and performance are available at [varetire.org/hybrid](https://varetire.org/hybrid), by calling Participant Services toll-free at 877-327-5261 or within the Investment Option Performance report included with your quarterly statement. For more information about fees associated with the Self-Directed Brokerage Account, refer to the fund profile online or call Participant Services.

### 1 DO-IT-FOR-ME PATH

The Do-It-For-Me Path includes a series of target date portfolios for participants who prefer a pre-mixed portfolio that is already diversified. Participants select portfolios based on a projected retirement date and individual needs.

### 2 HELP-ME-DO-IT PATH

The Help-Me-Do-It Path includes a carefully selected menu of 10 funds for participants who prefer to take a more active role in investing and want to construct a portfolio that addresses their individual needs.

### 3 DO-IT-MYSELF PATH

The Do-It-Myself Path includes a Self-Directed Brokerage Account (SDBA) for those who believe they are skilled and knowledgeable about investments. Investments include mutual funds, exchange-traded funds (ETFs) and individual securities.



## UNDERSTANDING INVESTMENT BASICS

Managing your investments through the defined contribution component of the Hybrid Retirement Plan includes managing risk. You decide how to invest your money and assume all risk associated with your investments.

Understanding risk and other investment basics can help you design an investment strategy related to your personal circumstances, including your age, income sources, planned retirement date and tolerance for risk, consistent with your retirement income needs.

## TYPES OF RISK

Investing involves risk that can result in the loss of money over short or long periods of time. Risks include but are not limited to:

- **Market:** The risk that the price of securities in a fund will rise or fall, sometimes rapidly or unpredictably, due to factors such as real or perceived adverse economic conditions, political developments and/or investor sentiment generally. During a general downturn in the securities markets, multiple asset classes may decline in value simultaneously. Stocks generally have greater price volatility than bonds (see Asset Classes). For more information on market volatility, visit [varetire.org/hybrid](http://varetire.org/hybrid); see Investments.
- **Inflation:** The risk that your account will lose value because your returns are not outpacing the cost of living.
- **Longevity:** The risk that you will live longer than expected, with the potential result that you run out of money before you die.
- **Interest rate:** The risk that if interest rates rise, bonds will decline in value.
- **Income:** The risk that a fund's income will decline due to falling interest rates.
- **Default (credit):** The risk that an issuer will fail to pay interest or principal when due or in a timely manner, or that negative perceptions of an issuer's ability to make such payments will cause the price of the security to decline.
- **Business:** The risk that an investment will lose value because of a decline in a specific company or industry.
- **Country:** The risk that domestic events, laws and/or regulations will negatively impact a country's securities markets.
- **Currency:** The risk that the value of a foreign investment, measured in U.S. dollars, will have a negative impact on fund returns because of unfavorable changes in currency exchange rates.

## ASSET ALLOCATION AND DIVERSIFICATION

Asset allocation and diversification are strategies that can help balance the risk-reward trade-off consistent with your retirement objectives:

- **Asset allocation:** Assigning specific percentages of your investments to different asset classes (see next section) according to your financial goals, risk tolerance and investment time horizon.
- **Diversification:** Involves spreading your money among different securities, sectors, industries and strategies within a number of asset classes.

Asset allocation and diversification do not guarantee a profit or protection against loss.

## ASSET CLASSES

An asset class is a group of securities that typically behave similarly in the marketplace when compared to other groups of securities. The most well-known asset classes are stocks, bonds, cash equivalents and stable value investments. Within each class is a range of investment types or sub-asset classes, each with its own risk factors.

**Stocks.** By investing in stocks, also called equity investments, you are buying shares of ownership in companies. Stocks may have a higher potential for growth over the long term but carry a higher degree of risk.

One way of classifying stocks is through market capitalization. Market capitalization, or market cap, measures a company's size by multiplying the number of shares outstanding (shares currently owned by investors) by the stock's current market price per share. For example, if a company has 10 million shares outstanding at a price of \$50 per share, the company market cap is equal to \$500 million. Market cap size is often categorized as large ("large cap"), medium ("mid-cap") and small ("small cap").

**Bonds.** By investing in bonds, also called fixed-income investments, you are loaning money to an organization, such as a corporation or government, in exchange for interest payments. Although bond values fluctuate, they ordinarily do not fluctuate as much as stocks. Bond investment options may help offset the higher risk of stocks in a more aggressive portfolio. They also may help generate higher income than money market instruments in a more conservative investment portfolio.

**Cash equivalents and stable value investments.** Cash equivalents, such as money market funds and U.S. Treasury bills, are short-term securities that pay interest. Their objectives are current income and preservation of capital. An investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency.

Although cash equivalent investments have a place in many portfolios, their returns may not outpace inflation. Stable value investments seek to provide safety of principal while earning interest income and providing liquidity. Stable value funds typically invest in short- to intermediate-duration, high-quality bonds.

For more information about investing, refer to the Investment Guide available at [varetire.org/hybrid](https://varetire.org/hybrid) under Publications.



# 4

## Commonwealth of Virginia 457 Deferred Compensation Plan

Deferred Compensation Plan  
Resources

Allowable Contribution Amounts  
Consolidating Your Retirement Funds

Options When You Retire or  
Leave Employment

Taxes on Your 457 and Cash Match Plans

## DEFERRED COMPENSATION PLAN

VRS' Commonwealth of Virginia 457 Deferred Compensation Plan is a supplemental plan that allows you to save more for retirement. It is separate from your VRS Hybrid Retirement Plan. The Commonwealth of Virginia 457 Plan is part of VRS' defined contribution plans, record kept by MissionSquare Retirement.

State employees and employees of political subdivisions and schools that have adopted the plan are eligible to participate. Contact your human resource office to find out if your employer participates. If you are a school division or political subdivision employee, your employer may also offer a 403(b) plan or another supplemental savings plan.

Enroll using Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login). You may choose to make either pretax or after-tax (Roth) contributions.

**Savings made easy.** Contributions to the Commonwealth of Virginia 457 Plan are deducted automatically from your paycheck. Once you have maximized your voluntary contributions to the Hybrid Retirement Plan, you may be eligible for an employer cash match through the Virginia Cash Match Plan, if your employer offers it. The match is equal to 50% of your contribution, not to exceed \$20 per pay period.

You can increase the amount you save at any time, subject to tax code and plan limits. You defer paying income taxes on your contributions until you withdraw the money from your plan, with the exception of Roth contributions. Roth contributions may be withdrawn tax-free provided certain criteria are met. The plan offers a variety of investment options to construct your investment portfolio, from premixed target date portfolios to a menu of options across asset classes.

## RESOURCES

Use MissionSquare Retirement's Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login) to manage your defined contribution accounts, view summary information, use calculators and see the details for each account. You can also designate or update beneficiary information, create fund comparisons and access educational information about your defined contribution plan.

Publications and education are available to help you get the most out of your 457 Plan. Publications include the *Focus Newsletter*, *Plan Features and Highlights* and the *Investment Guide*. The Defined Contribution Plan Regional Education Meetings cover topics such as long-term planning for your financial future, managing your plan and distribution strategies. Meetings are held at sites around the state. You can find these plan resources at [varetire.org/457](https://varetire.org/457).

Registered plan representatives are also available for one-on-one counseling. Call toll-free 877-327-5261 (VRS-DC-PLAN1) or visit the local plan representative at 951 E. Byrd Street, Suite 530, Richmond, VA 23219. Counseling hours are 8:30 a.m.-5 p.m., Monday through Friday.

## ALLOWABLE CONTRIBUTION AMOUNTS

**Regular contribution limit.** Each year, you may contribute up to 100% of your includible compensation to the Commonwealth of Virginia 457 Plan, not to exceed the limit set by the Internal Revenue Service (IRS), which is updated from time to time. The amount you contribute to the Hybrid 457 plan also counts toward the same IRS limit. Once the limit is reached, all contributions will stop, including the hybrid voluntary contributions and the corresponding employer match. Includible compensation is the compensation you receive from your employer, less any amount you may be using to purchase VRS service credit on a tax-deferred basis. Contributions to your pretax account are not subject to federal or Virginia income taxes but are subject to employment taxes such as FICA.

**Standard Catch-Up.** During each of the three calendar years before your normal retirement age, you may contribute up to twice the regular IRS contribution limit or the amount of your Standard Catch-Up credit, whichever is less. The Standard Catch-Up credit is the amount participants were eligible to contribute but did not contribute in previous years. Use the Standard Catch-Up worksheet available at [varetire.org/457](https://varetire.org/457) to determine the amount of your credit, or call toll-free 877-327-5261 (VRS-DC-PLAN1) for assistance.

**Age 50+ Catch-Up.** If you are age 50 or older, you may contribute an additional amount over the regular IRS contribution limit to the 457 Plan. You cannot use the Age 50+ Catch-Up and the Standard Catch-Up in the same calendar year.

**Military leave make-up.** If you leave your position to serve in the military, you cannot contribute to the Commonwealth of Virginia 457 Plan unless you continue to receive compensation from your employer. If you return to your position or to another position with an employer that offers the 457 plan, you may contribute the amount of deferrals you were unable to make during your period of military leave. If applicable, you will receive the employer cash match on these make-up contributions.

### Contribution Limits

Current IRS contribution limits are available at [varetire.org/457](https://varetire.org/457).

The annual limit includes any voluntary contributions that you make to the Hybrid 457 Deferred Compensation Plan and other supplemental 457 plans. Any Roth after-tax or pretax contributions made to the Commonwealth of Virginia 457 Deferred Compensation Plan also count toward the limit.

## Review and Adjust Your Contributions

Periodically review the amounts you have elected to contribute to the Commonwealth of Virginia 457 Plan. You may wish to adjust your contributions when you receive a change in salary. To update your contributions, log in to Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login) or call MissionSquare Retirement toll-free at 877-327-5261.

## CONSOLIDATING YOUR RETIREMENT FUNDS

You can use your account(s) to consolidate your retirement funds, such as rolling over money from an Individual Retirement Account (IRA) or another qualified plan to your 457 Plan or your cash match account. If you leave employment or retire, you can contribute some or all of a Partial Lump-Sum Option Payment (PLOP), if you elect this option at retirement (see "Benefit Payout Options" in Chapter 2 – The Defined Benefit Component of Your Plan). An established account with a balance is required for PLOP payments to the 457 Plan and the Virginia Cash Match Plan.

You can use your 457 Plan account to consolidate payments you may be eligible to receive when you leave employment or retire, such as a payment of unused sick leave or annual leave. As provided under the Internal Revenue Code, you cannot contribute cash severance payments to the 457 Plan.

## OPTIONS WHEN YOU RETIRE OR LEAVE EMPLOYMENT

If you participated in the Commonwealth of Virginia 457 Plan and the Virginia Cash Match Plan, at retirement the options for your account balance are:

- Leave your money in your account and continue to manage your investments. Your pretax account continues to be tax-deferred. If you have a Roth after-tax account, it can also remain in the plan. You continue to manage your investments. You cannot contribute to the Commonwealth of Virginia 457 Plan unless you return to salaried or wage employment with an employer that offers the plan.
- Use your 457 or cash match plan to consolidate your retirement funds from other qualified employer plans or Individual Retirement Accounts (IRAs).
- Request a payment (distribution) from your plan. A variety of distribution options are available.
- Roll over money from your 457 Plan or cash match account to another qualified employer plan or IRA.
- Purchase an annuity. Your plan offers an annuity product through MetLife.





There are advantages to keeping your money in the plan:

- The VRS defined contribution plans offer low administrative fees and investment options that are competitively priced compared to other investment options.
- If you leave tax-deferred funds in the plan, they remain tax-deferred and you continue to benefit from compound interest.
- You can continue to manage your investments.
- You can roll other accounts, such as traditional IRAs, into your 457 plan or cash match plan account.
- Defined contribution plans retirement specialists offer no-cost counseling to help you transition to retirement and beyond.

## DISTRIBUTIONS

A distribution is a payment from your defined contribution accounts. Distributions may begin following a bona fide break in service from your last day of employment. A bona fide break in service is a break of at least one full calendar month from your last day of employment that occurs during a period you normally would work. Leave with or without pay, summer breaks, intersession periods, educational leave and sabbaticals do not count toward satisfying this break in service.

You are required to take your first minimum distributions by April 1 of the calendar year following the later of: 1) the calendar year in which you reach age 73, or 2) the calendar year in which you terminate employment from the employer sponsoring your plan.

**Requesting a distribution.** Log in to Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login) and select your Commonwealth of Virginia 457 Deferred Compensation Plan account to request a distribution. Separate requests are required for the Virginia Cash Match Plan, as well as any other defined contribution plans in which you participate.

For more information or to request a distribution by phone, contact MissionSquare Retirement at 877-327-5261, select option 1 and ask for a Participant Services Representative.

## TAXES ON YOUR 457 AND CASH MATCH PLANS

Payments from the Commonwealth of Virginia 457 Plan and Virginia Cash Match Plan are subject to federal and state income taxes, with the exception of Roth contributions, which are made on an after-tax basis to your 457 Plan and may be withdrawn tax-free provided certain criteria are met. The IRS also may impose an additional 10% tax penalty on Virginia Cash Match Plan distributions received before age 59½; there are exceptions to this rule. There is no penalty for early withdrawals from the 457 Plan. When you reach age 70½, you can withdraw your money from your plan at any time, regardless of your employment status.

Your Roth contributions and any associated earnings are tax-free if:

- You are separated from covered employment with a bona fide break in service.
- At least five years have passed since January 1 of the year you made your first Roth contribution.
- You are at least 59½ years old or permanently disabled, or the assets are being paid to your beneficiaries following your death.

## WHAT IS PURCHASE OF PRIOR SERVICE?

You may be eligible to purchase prior service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as service credit in your plan. Purchasing prior service counts toward vesting and eligibility for retirement and the health insurance credit.

To purchase prior service, you must be an active VRS member. You are not eligible to purchase prior service if you are employed in a non-covered position, on a leave of absence without pay, a deferred member or a retiree.

**Note:** If you leave VRS-covered employment and take a refund of your member contributions and interest, membership in VRS is canceled and you are no longer eligible for VRS benefits. If you return to VRS-covered employment, you will be rehired under the applicable plan. You may purchase the prior refunded service upon reemployment.

## TYPES AND PURCHASE AMOUNTS OF PRIOR SERVICE

### UNLIMITED PURCHASE AMOUNTS

Purchases of VRS-refunded service, no-cost military leave, sick leave or disability credit conversion at retirement and workers' compensation are unlimited.

- **Refunded service:** If you leave VRS-covered employment and take a refund of your member contributions and interest, your membership and eligibility for any future benefits will be canceled. If you return to covered employment, you will be rehired under the applicable retirement plan for that position. You may purchase the refunded service as service credit in your current plan. The purchase cost is based on the refund amount, plus interest compounded annually from the date of the refund to the date you buy back the service. The interest rate is the assumed rate of return of the VRS fund. You may purchase all of your refunded service or a portion at any time while an active VRS member.
- **No-cost military leave:** You can receive prior service credit at no cost for each occurrence of leave from a VRS-covered position for active duty military service. You can apply for no-cost military leave at any time, provided your discharge is not under dishonorable conditions and you return to covered employment within one year of discharge.
- **Sick leave conversion at retirement:** If you are eligible for a payment of unused sick leave at retirement, you may elect to have this payment converted to service credit that will count toward your benefit calculation.
  - Your employer will deduct the appropriate tax withholding from the payment and then send the funds to VRS for this purchase.



- VRS will calculate the service credit amount represented by the remainder of the payment based on an actuarial equivalent cost. If you wish to apply the full sick leave payment amount toward the conversion, you may make a lump-sum payment to cover the difference between the full payment amount and the amount withheld for taxes.
- **Workers' compensation:** If you go on workers' compensation and member contributions are not withheld from your workers' compensation payment or any compensation you receive from your employer, you may be eligible to purchase service credit for this period. For leave without pay, the maximum amount eligible for purchase is 24 months per occurrence.

## LIMITED PURCHASE AMOUNTS

You may purchase up to a combined total of 48 months of the following types of prior service. With the exception of some types of active duty military service, the service must not be used to qualify you for a benefit under another retirement plan.

- **Educational leave:** Approved leave from a VRS-covered position.
- **Family and Medical Leave Act (FMLA) leave:** Leave—up to 12 workweeks in a 12-month period—for your own serious health condition or that of your immediate family member (spouse, child or parent), both as defined under FMLA and approved by your employer at the time of the leave. The FMLA defines "serious health condition" as an illness, injury, impairment or physical or mental condition that involves a) inpatient care in a hospital, hospice or residential medical care facility, or b) continuing treatment by a health care provider.
- **Federal service (salaried, full-time):** Service in a civilian position with the federal government.
- **Leave for the birth, adoption or death of a child:** Approved leave—up to 12 months maximum per occurrence—from a VRS-covered position. If your spouse is also an active VRS member and was also granted leave for birth, adoption or death of a child, he or she also may purchase this leave.
- **Non-covered service with a VRS-participating employer:** Service in a temporary, part-time or other non-covered position for an employer that participates in VRS. Total hours must be confirmed by the employer where you previously worked.
- **Public service (salaried, full-time) other than VRS:** Service with a Virginia public employer that does not participate in VRS, or with a public employer or a school system of another state or U.S. territory.

If you are eligible, you may purchase additional months above the limited purchase amounts if you have active duty military service or are a vested school superintendent.

- **Active duty military service:** You may purchase up to 48 months of active duty military service (in addition to the 48 months of other limited service type), provided your discharge is not under dishonorable conditions, was full-time service of at least 180 consecutive days and at the time of purchase it does not qualify you for a military pension in the U.S. Army, Navy, Air Force, Marines, Coast Guard or reserve components. **Exception:** If you were in the U.S. Armed Forces Reserves or the National Guard, you may purchase up to 48 months of active duty military service (in addition to the 48 months of other limited service type), even if it will be used to qualify you for a military pension.
- **Additional public service for school superintendents:** If you are a vested school superintendent, you may purchase an additional 10 years of public service with a Virginia public employer that does not participate in VRS, or with a public employer or a school system of another state or U.S. territory. You have one year from the date you become vested to purchase additional service at the 10% rate. After the one-year period, the cost will be actuarial.

## COST WINDOWS

You are eligible to purchase your prior service at any point while an active VRS member. However, you have a two-year window of time to purchase most types of service at approximate normal cost before the cost changes to an actuarial equivalent cost. Approximate normal cost is the average cost of one year of VRS service credit. The cost is based on a percentage of your creditable compensation or average final compensation at the time of purchase, whichever is higher. If prior service eligibility was added to your member record before January 1, 2017, the cost to purchase will be based on the cost window in effect at the time the service was added.

### WITHIN THE TWO-YEAR WINDOW

Your two-year cost window to purchase most types of service at approximate normal cost begins upon employment in a VRS-covered position or following an eligible period of leave.

**Note:** See variations for refunded service and public service purchased by school superintendents.

If you do not purchase your prior service within the two-year window and leave your job or take a leave of absence without pay, your window temporarily closes until you return to active VRS-covered employment.

**Example:** You work two years in federal service. You then get a new job with the Commonwealth of Virginia, where you work for one year but do not purchase your previous federal service during that time. You subsequently leave your state job and take a private industry job. A few years later, you switch jobs again, returning to VRS-covered employment. At that point, you would have one year remaining in your original cost window to purchase your federal service at approximate normal cost.

### AFTER THE TWO-YEAR WINDOW

If you do not purchase the service within your two-year window, your cost shifts to an actuarial equivalent cost.

### PRIOR SERVICE COST ESTIMATES

Register for or log in to your myVRS account ([myVRS.varetire.org](https://myVRS.varetire.org)) for access to a variety of resources to help you in making a purchase decision. You can explore purchase options and evaluate the impact of purchasing service on your future retirement benefit as well as the time it will take to recover your purchase cost in retirement.

## Actuarial Equivalent Cost

Actuarial equivalent cost represents the amount of money needed in today's dollars to pay for the total value of the increase in your future retirement benefit or earlier retirement eligibility date resulting from purchasing prior service. If you purchase prior service after your two-year approximate normal cost window, your cost will be actuarial.

## APPLYING TO PURCHASE PRIOR SERVICE

Register for or log in to your myVRS account ([myVRS.varetire.org](https://myVRS.varetire.org)) to review prior service in your record that is eligible for purchase. Your employer's human resource office also can offer assistance.

Using myVRS, you can:

- Select the type and amount of prior service to purchase.
- Choose the order in which you wish to purchase service.
- Calculate the cost to purchase service.
- See the impact of purchasing service on your future retirement benefit.
- Evaluate the time it will take to recover the purchase cost in retirement.

Your online myVRS account includes counseling tips to guide you through each step of the purchase process. Once you commit to the purchase online, you may make a lump-sum payment directly to VRS. Or, you can set up a purchase payment agreement by printing your cost estimate page and working with your employer. VRS must receive your lump-sum payment or employer-approved agreement within 90 days of your confirmation, or you must reapply. Please note that, generally, the cost to purchase service increases over time.

### ELIGIBILITY FOR SERVICE FROM NON-VRS-PARTICIPATING EMPLOYERS

In the following cases, the previous employer with which you earned the service will need to certify your prior service before you can complete the purchase:

- **Military leave (no cost).** A copy of your DD214 or a copy of your orders for National Guard service may be required.
- **Full-time salaried federal service or other public service.** If you participated in the federal retirement system or the retirement system of another public employer, you also must obtain certification from your previous retirement system that you are no longer eligible for a retirement benefit under that employer's plan. All defined benefit funds must be withdrawn from the previous retirement plan.

### ELIGIBILITY FOR SERVICE FROM VRS-PARTICIPATING EMPLOYERS

In the following cases, the previous VRS employer with which you earned the service will need to certify and enter your prior service eligibility in the VRS system before you can complete the purchase.

- VRS service refunded after 1988.\*
- Non-covered service with a VRS-participating employer.
- Leave for the birth, adoption or death of a child.
- Educational leave.
- Family and Medical Leave Act (FMLA) leave for your own serious health condition or that of your immediate family member, both as defined under FMLA, approved by your employer at the time of the leave.
- Service not reported.

\* If you have previous VRS service refunded before July 1, 1988, complete the Application for Purchase of Prior Service Credit form (VRS-26) and send it to VRS.

## PAYMENT METHODS

You may initiate purchase of prior service through your myVRS account ([myVRS.varetire.org](https://myVRS.varetire.org)) and select from among the following payment methods:

- **Lump-sum payment.** You can purchase prior service by paying for the service in full with a personal check, funds from another retirement plan to VRS using a trustee-to-trustee transfer or a pretax rollover of funds from another retirement account. You may also use funds from a supplemental defined contribution plan, such as the Commonwealth of Virginia 457 Deferred Compensation Plan. Generally speaking, you cannot use funds from the defined contribution component of the Hybrid Retirement Plan to purchase service in the defined benefit component. The only exception to this is funds that have been rolled into the Hybrid 457 Deferred Compensation Plan from an outside qualified plan.
- **Purchase Payment Agreements**
  - **After-tax payroll-deduction agreement.** You may purchase prior service through an after-tax payroll-deduction agreement during any period of active employment. The agreement may be made for a minimum of six months (unless there are fewer than six months of prior service eligible for purchase) to a maximum of 12 months in duration. Payments will be deducted from your paycheck.
  - **Pretax salary-reduction agreement.** You may purchase prior service through a pretax salary-reduction agreement, if your employer offers this option. The agreement may be made for a minimum of six months (unless there are fewer than six months of prior service eligible for purchase) or a maximum of 12 months in duration. Payments will be deducted from your paycheck.



When you complete your agreement, you can enter into another agreement or make a lump-sum purchase of your remaining service. If your two-year approximate normal cost window has ended and you wish to purchase the balance, either through an agreement or lump-sum payment, your cost will be the actuarial equivalent cost. If you have a purchase agreement in place and move from one state employer to another without a break in service, VRS will continue the agreement automatically. Purchase agreements will end if you move among other employer types or have a break in service.

- **Combination lump-sum payment and purchase payment agreement.** You may purchase a portion of your prior service in a lump sum and the remainder with a purchase payment agreement, as described above.

## PURCHASE AGREEMENT REQUIREMENTS

- An agreement may include multiple types of prior service, provided that all types have the same cost basis (e.g., all are at approximate normal cost or all are at actuarial equivalent cost).
- Purchase agreements may be made for a minimum of six months (unless there are fewer than six months to purchase) or a maximum of 12 months.
- You may purchase a minimum of one month of service per month of an agreement, up to a maximum of four months of service per month of an agreement.
- You can make only one purchase agreement at a time.
- The duration of an agreement may not extend beyond the two-year approximate normal cost window. However, you may enter into another agreement to purchase any remaining service at actuarial equivalent cost.
- Purchase payment agreements are executed through your employer.
- Each agreement to purchase service is calculated on a stand-alone basis, meaning that the agreement cannot be renewed, and the terms and cost in effect at the end of an agreement will not carry forward to the next agreement.

### Changing Jobs While Purchasing Service?

If you have a purchase agreement in place and move from one state employer to another without a break in service, VRS will continue the agreement automatically. Purchase agreements will end if you move among other employer types or have a break in service.

### Moving Out of State?

If in the future, you leave VRS-covered service and move to another state and need certification of your prior service with VRS, call 855-291-2285 or email [vrs@varetire.org](mailto:vrs@varetire.org) for assistance.

Basic Group Natural and Accidental  
Death, Dismemberment and Other  
Life Insurance Benefits  
Designating a Beneficiary  
Optional Group Life Insurance Program

Additional Information  
Commonwealth of Virginia  
Voluntary Group Long Term Care  
Insurance Program

## BASIC GROUP NATURAL AND ACCIDENTAL DEATH, DISMEMBERMENT AND OTHER LIFE INSURANCE BENEFITS

If your employer participates in the VRS Group Life Insurance Program, you are covered under the Basic Group Life Insurance Program from the first day of employment. Your employer may pay your portion of the premiums. Basic group life insurance coverage includes the following benefits:

**Natural death benefit.** The natural death benefit is equal to your creditable compensation rounded to the next highest thousand and then doubled. **Example:** If your creditable compensation is \$41,400, that amount will be rounded to \$42,000 and then doubled for a natural death benefit of \$84,000.

**Accidental death benefit.** If the death is determined to be accidental, an additional amount equal to the natural death benefit will be paid. **Example:** If your natural death benefit is \$84,000, an additional amount of \$84,000 will be paid for accidental death, for a total benefit amount of \$168,000.

**Accidental dismemberment benefit.** For the accidental loss of one limb or the sight in one eye, the dismemberment benefit is equal to your creditable compensation rounded to the next highest thousand. For the accidental loss of two or more limbs, total loss of eyesight or the loss of one limb and the sight in one eye, the benefit is equal to your creditable compensation rounded to the next highest thousand and then doubled.

**Seatbelt benefit.** If you are killed or dismembered in an accident while driving or riding in a private passenger vehicle, your life insurance will pay an amount equal to 10% of your accidental death or dismemberment benefit or \$50,000, whichever is less. You must have been using a seatbelt. No benefit is payable if you or another person was driving without a license, under the influence of alcohol or drugs or otherwise impaired.

**Repatriation benefit.** If you die in an accident 75 miles or more from your home, your life insurance will pay for the cost of transportation to return your remains, up to \$5,000.

**Felonious assault benefit.** Your basic group life insurance coverage provides additional benefits if you die or are dismembered as a result of a felonious assault while performing your job duties. The incident must have occurred at your employer's normal place of business or while you were on work-related travel. No benefit is payable if the assaulter is an immediate family member. Felonious assault benefits include:

\$50,000 or 25% of your accidental death or dismemberment benefit, whichever is less.

Virginia College Savings Plan account for each qualifying child if you die as a result of the assault. The amount is approximately equal to the average cost of four years of tuition and mandatory fees at a public college or university in Virginia. Your child may attend any accredited college or university that participates in federal student financial aid programs.



**Accelerated death benefit option.** If you are diagnosed with a terminal condition and have fewer than 12 months to live, you can withdraw some or all of your life insurance proceeds to use for any purpose. Your beneficiary or survivor will receive any remaining amount upon your death.

## MORE INFORMATION

VRS has contracted with Securian Financial as the insurer for the Group Life Insurance Program. For more information about your coverage, call Securian Financial toll-free at 800-441-2258.

## DESIGNATING A BENEFICIARY

You can designate or change your beneficiary for life insurance benefits as well as member contributions and interest while you are an active or deferred member or after you retire. Register or log in to your myVRS account to name or update beneficiaries.

## WHO CAN BE A BENEFICIARY?

You can name any living person or an entity, such as an eligible trust or charity, as your beneficiary.

### Primary and Contingent Beneficiaries

- You can name more than one primary beneficiary to share in life insurance benefits and any funds remaining in your member contribution account upon your death, or a different primary beneficiary for each benefit.
- You can name a contingent beneficiary or beneficiaries. If your primary beneficiary or beneficiaries are deceased at the time of your death, your contingent beneficiary or beneficiaries will receive benefit payments according to your designation.

## CHANGING YOUR BENEFICIARY

VRS is required by law to pay benefits according to the latest beneficiary designation in your member record. Review your beneficiary designation after a personal milestone, such as a change in marital status, the birth or adoption of a child or as you near retirement. Register or log in to your myVRS account to name or update beneficiaries. If not available in myVRS, you can request your current designation information from Securian Financial by calling 800-441-2258. Neither Securian nor VRS can provide this information over the phone. It will be mailed to you.

## IF THERE IS NO BENEFICIARY DESIGNATION

If there is no valid beneficiary designation on file or your named primary beneficiary or beneficiaries are deceased at the time of your death and there is no contingent beneficiary or beneficiaries, VRS will pay benefits according to the following order of precedence, as required by law:

## What Is Creditable Compensation?

Creditable compensation is your current annual base salary excluding overtime; extraordinary pay; bonus pay; housing and moving expenses; mobile device and internet costs; vehicle allowances; termination pay for leave; non-permanent shift differentials; payments of a temporary nature including but not limited to acting pay (if not permanently confirmed for the position); or payments for extra duties, such as pay for teachers who serve as coaches. Other exclusions apply.



### Order of Precedence

- First, to the spouse of the member.
- Second, if no surviving spouse, to the children of the member and descendants of deceased children, per stirpes.
- Third, if none of the above, to the parents of the member.
- Fourth, if none of the above, to the duly appointed executor or administrator of the estate of the member.
- Fifth, if none of the above, to other next of kin of the member entitled under the laws of the domicile of the member at the time of his death.



**Note:** Your myVRS account allows you to elect the order of precedence instead of designating a beneficiary.

## OPTIONAL GROUP LIFE INSURANCE PROGRAM

If you are covered under the VRS Group Life Insurance Program, you may purchase additional coverage for yourself through the Optional Group Life Insurance Program. If you elect this coverage, you may also cover a spouse or dependent children. Optional group life insurance provides benefits for natural and accidental death or dismemberment. Once enrolled, you can increase, decrease or cancel coverage online with Securian Financial when you access your coverage information through myVRS. You pay the premiums through payroll deduction.

### COVERAGE OPTIONS

**Yourself.** You can select one of the eight coverage options shown in the chart to cover yourself, up to a maximum of \$800,000.

**Your spouse.** You can cover your spouse for up to twice your creditable compensation, not to exceed \$400,000. Coverage for your spouse ends when your coverage ends or if you and your spouse divorce. If both you and your spouse are eligible to participate in the Optional Group Life Insurance Program, neither of you can buy additional coverage for the other.

**Your dependent children.** You can cover each dependent child who is at least 15 days old for \$10,000, \$20,000 or \$30,000, depending on the coverage option you select for yourself. Coverage for dependent children ends when your coverage ends or your child marries, becomes self-supporting, reaches age 21 or reaches age 25 as a dependent attending college full time. Coverage continues for dependent unmarried children who are disabled.

## OPTIONAL GROUP LIFE INSURANCE COVERAGE OPTIONS

<b>Your Insurance Amount</b>	1x, 2x, 3x, 4x, 5x, 6x, 7x, or 8x your creditable compensation	Maximum: \$800,000
<b>Spouse Insurance Amount</b>	$\frac{1}{2}x$ , 1x, $1\frac{1}{2}x$ , 2x your creditable compensation	Maximum: \$400,000
<b>Insurance Amount per Dependent Children</b>	\$10,000, \$20,000 or \$30,000	Children are eligible from 15 days to maximum age.

## EVIDENCE OF INSURABILITY

Evidence of insurability (proof of good health) is not required if you enroll in the Optional Group Life Insurance Program within 31 days of your employment date. If you participate in the optional plan, you may add dependents within 31 days of a qualifying event, such as marriage or the birth or adoption of a child, without proof of good health.

Evidence of insurability (proof of good health) is required if:

- You apply after 31 days from your employment date.
- You wish to add your spouse or dependent child to your coverage after 31 days from your employment date or a qualifying event.
- You wish to purchase more than \$400,000 for yourself.
- You wish to increase your optional life insurance coverage for yourself or your spouse.
- Your spouse's insurance amount is more than half your creditable compensation.

## ADDITIONAL INFORMATION

**Coverage while on leave without pay.** If you go on leave without pay or go on military leave, your basic group life insurance coverage will continue for up to 24 months or for as long as you are on military leave, provided the premiums are paid. If you have optional life insurance, your coverage will continue as long as you pay the premiums and remain covered under the basic group life program.

**Irrevocable assignment.** You own your rights in your group life insurance coverage. You may transfer your ownership rights to another living person or entity, such as an eligible trust or charity. However, this is an irrevocable assignment; you cannot change it once it is made. Before making an irrevocable assignment, contact a legal advisor or Securian Financial toll-free at 800-441-2258 for assistance. Depending on your circumstances, you may want to consider the accelerated death benefit.

**Loans prohibited.** You may not borrow from or use your group life insurance coverage to secure a loan.

**Imputed income taxes.** Imputed income is based on the cost of life insurance in excess of \$50,000, as determined by the Internal Revenue Service (IRS). It is subject to FICA and income taxes and is reflected in your W-2 you receive from your employer. When you retire, VRS will deduct FICA taxes and report taxable or imputed income for as long as your group life insurance benefit exceeds \$50,000.

**Child support liens.** The Department of Social Services may file child support liens against proceeds payable under the Group Life Insurance Program. VRS is required to pay life insurance proceeds to the Department of Social Services to satisfy any outstanding child support obligations at your death.

### Death-in-Service Benefits

Your beneficiary or your spouse, minor child or parent may be eligible for an additional benefit if you die while you are an active member. For more information, see Chapter 9 – Death-in-Service Benefits.

### Group Life Insurance Coverage After You Retire

See Chapter 13 – Insurance in Retirement.

## In the Event of Your Death

If you die while you are an active member, your beneficiary should contact your employer. The employer will assist in coordinating any benefits that may be due. For more information, see *Losing a Loved One: Guide for Families* available at [varetire.org/hybrid](http://varetire.org/hybrid); see Publications.

## COMMONWEALTH OF VIRGINIA VOLUNTARY GROUP LONG TERM CARE INSURANCE PROGRAM

The employee-paid Commonwealth of Virginia (COV) Voluntary Group Long Term Care Insurance Program provides a maximum monthly benefit for covered long-term care expenses. VRS has contracted with Genworth Life Insurance Co. as the insurer for the program. If you are a state employee or an employee of a school division or a political subdivision that has elected to participate in the program, you are eligible to apply for coverage for yourself and select family members.

You must be:

- Over age 18.
- Work at least 20 hours per week.

Eligible family members must be between the ages of 18 and 75. They include:

- Your spouse or surviving spouse.
- Adult children.
- Parents, parents-in-law, step parents and step parents-in-law.
- Siblings.
- Grandparents, grandparents-in-law, step grandparents and step grandparents-in-law.

Other program features:

- Reduced medical underwriting (proof of good health) for employees age 65 or under who apply within 60 days of employment. Full medical underwriting will be required after 60 days or if the employee is over age 65.
- At group rates, your premiums may be more affordable. You will pay your premiums directly to Genworth.
- You can choose one of three benefit increase options that will allow you to increase your coverage over time to help protect against the rising cost of care.
- If you are eligible for the VSDP Long-Term Care Plan or have other long-term care insurance, including the VLDP Long-Term Care Plan, you may be able to coordinate with the voluntary program to obtain even more coverage.

### DEFERRED MEMBERS AND RETIREES

If you leave employment and become a deferred member with at least five years of service credit, or if you are receiving a VRS retirement benefit, you are eligible to apply for the COV Voluntary Group Long Term Care Insurance Program, provided you are age 75 or under. Your former employer is not required to have elected the program. Medical underwriting will be required.

For more information about the program, contact Genworth toll-free at 866-859-6060 or visit [genworth.com/cov](https://genworth.com/cov).

## ELIGIBILITY

If you are a state employee, you are covered automatically under the Virginia Sickness and Disability Program (VSDP) upon employment. If you are a political subdivision or school division employee, you are covered under the Virginia Local Disability Program or a comparable program provided by your employer; see Chapter 8 – Virginia Local Disability Program.

VSDP provides income protection if you can't work because of a non-work-related or work-related illness, injury or other condition, such as surgery, pregnancy, complications from pregnancy or a major chronic or catastrophic condition. VSDP focus on assisting you with your recovery and helping you make a safe return to your full duties, if you are able. Benefits include:

- Sick leave.
- Family and personal leave.
- Income replacement if you can't work.
- Return-to-work, medical rehabilitation and vocational rehabilitation programs.
- Long-term care coverage.

You are eligible for sick leave, family and personal leave, work-related disability coverage and coverage under the VSDP Long-Term Care Plan from the first day of employment. Eligibility periods for non-work-related disability coverage and certain income replacement levels vary depending on when you were hired. There is a one year waiting period from your hire date for non-work-related disability coverage. You may want to purchase an individual policy for non-work-related disability coverage during your first year of employment.

## Include Long-Term Care in Financial and Retirement Planning

Many of us don't think about long-term care as part of financial or retirement planning. But, most health insurance plans don't cover long-term care services. And, anyone at any age may need these services, the cost of which can quickly deplete savings or retirement income. The long-term care programs administered by VRS can help you plan for the expense of long-term care services should you need them.

## LONG-TERM CARE PROGRAM

If you are covered under the Virginia Sickness and Disability Program (VSDP), you are eligible for the VSDP Long-Term Care Plan at no cost to you.

The VSDP Long-Term Care Plan assists with the cost of:

- Care in a nursing home or hospice facility.
- Assisted living facility care.
- Community-based care.
- Home healthcare services.
- Informal caregiving.
- Alternative or transitional care.

You may be eligible for benefits if a licensed healthcare practitioner certifies that:

- You are unable to perform at least two of six activities of daily living; or
- You have a severe cognitive impairment requiring substantial supervision.

The maximum daily benefit amount is \$96 with a lifetime maximum of \$70,080. If you are eligible for the Commonwealth of Virginia (COV) Voluntary Group Long Term Care Insurance Program or have other long-term care insurance, you may be able to coordinate with the VSDP Long-Term Care Plan to obtain even more coverage. More information about covered services is available at [varetire.org/hybrid](https://varetire.org/hybrid); see Benefits.

### Six Activities of Daily Living

1. Bathing
2. Transferring, such as getting in and out of bed
3. Dressing
4. Toileting (using the bathroom)
5. Continence
6. Eating (ability to feed oneself)

## VSDP HANDBOOK

The *Virginia Sickness and Disability Program (VSDP) Handbook for State Employees* provides details about VSDP as well as instructions to assist you with the application process. The handbook is available at [varetire.org/hybrid](https://varetire.org/hybrid); see Publications.

## ELIGIBILITY

If you are a political subdivision or school division employee, you are enrolled automatically in the Virginia Local Disability Program (VLDP) or a comparable program provided by your employer. Check with your human resource office to see if your employer participates in VLDP.

VLDP provides income protection if you can't work because of a non-work-related or work-related illness, injury or other condition, such as surgery, pregnancy, complications from pregnancy or a catastrophic or major chronic condition. A work-related disability is the result of an occupational illness or injury that occurs on the job and the cause is determined to be compensable under the Virginia Workers' Compensation Act.

The program focuses on assisting you with your recovery and helping you make a safe return to your full duties, if you are able. Under VLDP, you are eligible for:

- Income replacement if you can't work.
- Return-to-work, medical rehabilitation and vocational rehabilitation programs.
- Long-term care coverage.

You are eligible for work-related disability coverage and coverage under the VLDP Long-Term Care Plan from the first day of employment. Income replacement levels vary depending on when you were hired. There is a one year waiting period from your hire date for non-work-related disability coverage. You may want to purchase an individual policy for non-work-related disability coverage during your first year of employment.

## Include Long-Term Care in Financial and Retirement Planning

Many of us don't think about long-term care as part of financial or retirement planning. But, most health insurance plans don't cover long-term care services. And, anyone at any age may need these services, the cost of which can quickly deplete savings or retirement income. The long-term care programs administered by VRS can help you plan for the expense of long-term care services should you need them.



## LONG-TERM CARE PROGRAM

If you participate in the Virginia Local Disability Program (VLDP), you are covered automatically under the VLDP Long-Term Care Plan. You pay no cost for this coverage while you are employed in a VLDP-covered position. The VLDP Long-Term Care Plan provides benefits if you need help with everyday life tasks because of a prolonged health problem or following a major illness or injury. The plan assists with the cost of:

- Care in a nursing home or hospice facility.
- Assisted living facility care.
- Community-based care.
- Home healthcare services.
- Informal caregiving.
- Alternative or transitional care.

You are eligible for benefits if a licensed healthcare practitioner certifies that:

- You are unable to perform at least two of six activities of daily living; or
- You have a severe cognitive impairment requiring substantial supervision to protect you from threats to health and safety.

The maximum daily benefit amount is \$96 with a lifetime maximum of \$70,080. If you are eligible for the Commonwealth of Virginia (COV) Voluntary Group Long Term Care Insurance Program or have other long-term care insurance, you may be able to coordinate with the VLDP Long-Term Care Plan to obtain even more coverage. More information about covered services is available at [varetire.org/hybrid](https://varetire.org/hybrid); see Benefits.

## VLDP HANDBOOK

The *Virginia Local Disability Program Handbook* provides details about VLDP as well as instructions to assist you with the application process. The handbook is available at [varetire.org/hybrid](https://varetire.org/hybrid); see Publications.

## WHAT IS A DEATH-IN-SERVICE BENEFIT?

Under the defined benefit component of your plan, a death-in-service benefit is a payment of any member contributions and interest in your member contribution account to your named beneficiary or your spouse, minor child or parent in the event of your death as an active member (while you are in service). The benefit may be a lump-sum payment, a monthly benefit or both. This payment is in addition to any life insurance benefits you may have.

## NON-WORK-RELATED CAUSE OF DEATH

If you die while you are an active member from a non-work-related cause, your named beneficiary or your spouse, minor child or parent will be eligible for a death-in-service benefit according to whether or not you are vested (you have at least five years of service credit) at the time of your death:

- If you are vested and your spouse, minor child or parent is one of your named beneficiaries, or is your beneficiary based on order of precedence (see "Death-in-Service Order of Precedence" in this chapter), he or she will be eligible for a lump-sum payment of any balance in your member contribution account or a monthly benefit to the exclusion of all other primary beneficiaries.
- If you are vested and your spouse, minor child or parent is not one of your named beneficiaries, or is not your beneficiary based on order of precedence, that beneficiary will be eligible for a lump-sum payment only.
- If you are not vested, either your designated beneficiary or, if none, your beneficiary based on order of precedence will be eligible for a lump-sum payment only.

## NON-WORK-RELATED MONTHLY BENEFIT CALCULATION

The non-work-related monthly benefit is calculated based on your average final compensation, your total service credit, your age and the age of your eligible named beneficiary at the time of your death. Your age and your beneficiary's age are calculated as follows:

- If you die before age 60, you are presumed to be age 60 for purposes of calculating the benefit. If your beneficiary is younger than you, the age difference is subtracted from age 60 to arrive at his or her adjusted age. If your beneficiary is older than you, the age difference is added to age 60 to arrive at his or her adjusted age.
- If you die at age 60 or older, your age and the actual age of your beneficiary are used to calculate the benefit.

### What Is Average Final Compensation?

Average final compensation is the average of your 60 consecutive months of highest creditable compensation as a covered employee. It is one of the factors used to calculate your retirement benefit.

## WORK-RELATED CAUSE OF DEATH

A work-related cause of death is the result of an occupational illness or injury and the cause is determined to be compensable under the Virginia Workers' Compensation Act. If you die while you are an active member from a work-related cause, your named beneficiary will be eligible for a lump-sum payment of any funds remaining in your member contribution account. In addition, your spouse, minor child or parent will be eligible for a monthly benefit according to an order of precedence (see Death-in-Service Order of Precedence). If this individual also is your named beneficiary, he or she will receive both benefits.

### WORK-RELATED MONTHLY BENEFIT CALCULATION

- If your spouse, minor child or parent is eligible for Social Security survivor benefits, the VRS work-related benefit will be equal to 33⅓% of your average final compensation at the time of your death. If he or she is not eligible for Social Security survivor benefits, the VRS work-related benefit will be equal to 50% of your average final compensation at the time of your death.
- If your spouse, minor child or parent is eligible for a workers' compensation survivor benefit, the VRS work-related benefit will supplement the workers' compensation benefit. The VRS benefit also may be exempt from income taxes.

### DEATH-IN-SERVICE ORDER OF PRECEDENCE

The death-in-service benefit may be a lump-sum payment of any balance remaining in your member contribution account, a monthly benefit or both. As required by law, VRS will pay a death-in-service benefit according to the following order of precedence if you die from a non-work-related cause and there is no valid beneficiary designation on file or your named beneficiary is deceased. If you die from a work-related cause, your spouse, minor child or parent will be eligible for a monthly benefit as well as a lump-sum payment of your member contribution account balance if he or she also is your named beneficiary.

### Designating a Beneficiary

You can name any living person or an entity, such as an eligible trust or charity, as your beneficiary. For more information, see Chapter 6 – Group Life and Long-Term Care Insurance Programs.

#### First, to your spouse

If your spouse is eligible for a monthly benefit, the benefit will continue if your spouse remarries. It will end when your spouse dies.

#### Second, if no surviving spouse, to your minor child or children

If you have more than one minor child, each child will receive an equal share of the death-in-service benefit. If they are eligible for a monthly benefit, the youngest child's age will be used to calculate the benefit. As each child reaches age 18, his or her share of the benefit will be redistributed equally among the remaining minor children. The benefit will end when the last child reaches age 18.

#### Third, if none of the above, to your parent or parents

If both parents are living, each parent will receive an equal share of the death-in-service benefit. If they are eligible for a monthly benefit, the youngest parent's age will be used to calculate the benefit. When one parent dies, the other parent will receive the deceased parent's share. The benefit will end when the surviving parent dies.

**Fourth, if none of the above**

Any funds remaining in your member contribution account will be paid in a lump sum accordingly:

- To your adult child or children.
- If none, to the descendants of your deceased adult child or children, per stirpes.
- If none, to the duly appointed executor or administrator of your estate.
- If none, to your next of kin entitled under the laws of the domicile at the time of your death.

## DEATH-IN-SERVICE DISTRIBUTIONS

If you die while you are an active member, your named beneficiary or survivor may be eligible for a distribution from the defined contribution component of the Hybrid Retirement Plan. There are a variety of distribution options may be available. Members may designate beneficiaries for the Hybrid 401(a) Cash Match Plan and the Hybrid 457 Deferred Compensation Plan through Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login) or by calling MissionSquare Retirement toll-free at VRS-DC-Plan1 (877-327-5261, select option 1) and asking to speak to a Participant Services Representative. If beneficiaries are not designated, funds are distributed by order of precedence (see Death-In-Service Order of Precedence in this chapter).

## INFORMATION FOR YOUR BENEFICIARY

In the event of your death, *Losing a Loved One: Guide for Families* will help your beneficiary or survivor know what to do regarding benefit claims. The publication is available at [varetire.org/hybrid](https://varetire.org/hybrid); see Publications. In addition:

- For more information about workers' compensation survivor benefits, contact your human resource office.
- For more information about Social Security survivor benefits, contact the Social Security Administration toll-free at 800-772-1213 or visit [ssa.gov](https://ssa.gov).
- For more information about income taxes, contact the Internal Revenue Service (IRS) toll-free at 800-829-1040 or visit [irs.gov](https://irs.gov).

## Taxes and Member Contribution Account Payments

Lump-sum payments of pretax member contributions and interest are subject to income taxes. The Internal Revenue Service (IRS) also may impose an additional 10% tax penalty on member contributions received before age 59½; there are exceptions to this rule. To defer taxes, the payment can be rolled over to an Individual Retirement Account (IRA) or another qualified plan. For more information, read the IRS 402(f) Special Tax Notice available at [varetire.org/irs402f](https://varetire.org/irs402f); or contact a tax advisor or the IRS toll-free at 800-829-1040 or [irs.gov](https://irs.gov).

## DEFINED BENEFIT COMPONENT OPTIONS

If you leave covered employment and do not retire, you can leave your member contribution account balance with VRS and become a deferred member or take a refund of your member contributions and interest.

### BECOMING A DEFERRED MEMBER

If you leave your member contributions with VRS, you will become a deferred member and continue earning yearly interest on your contributions, while maintaining your VRS service credit. If you are vested, you may be eligible for a future retirement benefit if you meet the age and service requirements for your plan. For information on qualifying for retirement, see Chapter 2 – The Defined Benefit Component of Your Plan. If you return to covered employment, member contributions and the service credit you earn upon reemployment will be added to your member record. As a deferred member, you will remain eligible to request a refund of your member contributions and interest.

Before leaving your position, submit a Name and Address Declaration for Deferred Members (VRS-3A) to VRS. To notify VRS of any future address changes, update your account details in myVRS or submit a VRS-3A. The form is available at [varetire.org/hybrid](http://varetire.org/hybrid); see Forms.

**Deferring retirement.** If you have reached retirement eligibility when you leave covered employment, you can defer receiving a retirement benefit until a later date. If you decide to defer retirement, submit a retirement application to VRS at least 60 days, but not more than four months (120 days), before the date you wish to retire. For more information about applying for retirement, see Chapter 11 – Getting Ready to Retire.

**VRS communication.** As a deferred member, you will have access to myVRS, where you can view information from your member record and plan for retirement online. To register or log in to your secure online account, visit [myVRS.varetire.org](http://myVRS.varetire.org).

### TAKING A REFUND

If you request a refund and are vested (you have at least five years of service credit) or involuntarily separated from employment for causes other than job performance or misconduct, you will be eligible for a full refund of your member contribution account balance. If you are not vested, you will be eligible for a refund of the balance, excluding any member contributions made by your employer to your account after July 1, 2010, and the interest on these contributions.

**Important:** Taking a refund cancels your VRS membership and eligibility for any future benefits.

**Requesting a refund.** Log in to your myVRS account ([myVRS.varetire.org](http://myVRS.varetire.org)) and submit an online request for a refund. Refunds cannot be processed until at least a full calendar month after you have left all employment with a VRS-participating employer. This includes any non-covered positions with

the employer you are leaving. The Commonwealth of Virginia, including all state agencies and public colleges and universities, is considered one employer. Periods of leave with or without pay do not count toward satisfying this break from employment. **Example:** If you leave your job effective June 12 and request a refund, the earliest VRS can process your refund is August.

**Taxes on refunds.** If you have your refund paid directly to you, VRS will withhold federal taxes of 20% and, if you live in Virginia, state taxes of 4%. Any after-tax member contributions in your refund will not be taxed again. If you have your refund paid directly to you before age 59½, the Internal Revenue Service (IRS) may impose an additional 10% tax penalty for early withdrawal of member contributions; there are exceptions to this rule.

You can defer taxes by rolling over your refund to an Individual Retirement Account (IRA) or another qualified plan that accepts rollovers. For more information, read the IRS 402(f) Special Tax Notice available at [varetire.org/irs402f](https://varetire.org/irs402f); or contact a tax advisor or the IRS toll-free at 800-829-1040 or [irs.gov](https://irs.gov).

## DEFINED CONTRIBUTION COMPONENT OPTIONS

Your Hybrid 401(a) and Hybrid 457 Plan contributions and any employer matching contributions stop when you leave your position. You can:

- Leave your money in your account and continue to manage your investments. Your pretax account continues to be tax-deferred.
- Use your Hybrid 457 Plan to consolidate your retirement funds from other qualified employer plans or Individual Retirement Accounts (IRAs).
- Request a payment (distribution) from your plan. A variety of distribution options are available.
- Roll over money from your Hybrid 457 Plan or Hybrid 401(a) account to another qualified employer plan or IRA.
- Purchase an annuity. Your plan offers an annuity product through MetLife.

### There are advantages to keeping your money in the plan:

- The VRS defined contribution plans offer low administrative fees and investment options that are competitively priced compared to other investment options.
- If you leave tax-deferred funds in the plan, they remain tax-deferred and you continue to benefit from compound interest.
- You can continue to manage your investments.
- You can roll other accounts, such as traditional IRAs, into your Hybrid 457 plan account.
- Defined contribution plans retirement specialists offer no-cost counseling to help you transition to retirement and beyond.

## Before You Decide

Log in to myVRS to check your member contribution account balance and view other information from your member record. Knowing this information may help you weigh your options if you are thinking of leaving covered employment. To register or log in to your secure online account, visit [myVRS.varetire.org](https://myVRS.varetire.org).



## TAKING A DISTRIBUTION

A distribution is a payment from your defined contribution accounts. Taking a distribution from the defined contribution component does not require you to take a refund from the defined benefit component. If you separate employment, you are not required to take a distribution until you reach age 73.

Distributions may begin following a bona fide break in service from your last day of employment. A bona fide break in service is a break of at least one full calendar month from your last day of employment that occurs during a period you normally would work. Leave with or without pay, summer breaks, intersession periods, educational leave and sabbaticals do not count toward satisfying this break in service.

If you are not 100% vested when taking a distribution, then you will forfeit any non-vested employer contributions based on the vesting schedule (see Chapter 3 – The Defined Contribution Component of Your Plan).

**Requesting a distribution.** To request a distribution from the defined contribution component of your plan, log in to Account Access at [varetire.org/dcp-login](https://varetire.org/dcp-login) and select the account from which you wish to withdraw funds. Your employer must have reported your separation to VRS in order for you to initiate an online distribution request. Separate requests are required for the Hybrid 457 Deferred Compensation Plan and the Hybrid 401(a) Cash Match Plan, as well as any other defined contribution plans in which you participate.

To learn more about distribution options, call MissionSquare Retirement at VRS-DC-Plan1 (877-327-5261, select option 1) and ask to speak with a Participant Services Representative.

**Taxes on distributions.** Generally, if you have a distribution paid directly to you, MissionSquare Retirement will withhold federal taxes of 20% and, if you live in Virginia, state taxes of 4%. However, you may request to have additional taxes withheld at the time of distribution. If you take a distribution from the Hybrid 401(a) Cash Match Plan paid directly to you before age 59½, the Internal Revenue Service (IRS) may impose an additional 10% tax penalty for early withdrawal; there are exceptions to this rule. There is no early withdrawal penalty if you take a distribution from the Hybrid 457 Deferred Compensation Plan upon leaving employment.

For more information, read the Special Tax Notice for each plan at [varetire.org/hybrid](https://varetire.org/hybrid); see Publications; or contact a tax advisor or the IRS toll-free at 800-829-1040 or [irs.gov](https://www.irs.gov).

## IMPACT ON BENEFIT COVERAGE

### GROUP LIFE INSURANCE

**Basic group life insurance coverage.** If you are covered under the VRS Group Life Insurance Program and leave covered employment before you are eligible to retire, or if you take a refund of your member contributions and interest, your basic group life insurance coverage will end within 31 days of the last day of the month in which you leave your position. If you die before the end of this period, your beneficiary will receive your natural and accidental death benefit. You can convert your coverage to an individual policy if you leave employment before you reach retirement eligibility. If you have reached retirement eligibility but defer retirement and do not take a refund of your member contributions and interest, some basic life insurance benefits will continue after you leave your position.



**Optional group life insurance coverage.** If you have optional group life insurance coverage and leave covered employment, you may convert your coverage to an individual policy. If you do not convert your coverage and you die within 31 days of the last day of the month in which you leave your position, your beneficiary will receive your optional life insurance natural and accidental death benefit.

**Converting your group life insurance coverage.** If you wish to convert your coverage, you must do so within 31 days of the last day of the month in which you leave your position; you will pay the premiums. Proof of good health will not be required. This option is not available after 31 days. Submit a Conversion of Group Life Insurance Enrollment (VRS-35) to Securian Financial. The form is available at [varetire.org/hybrid](http://varetire.org/hybrid); see Forms. For more information, call toll-free 800-441-2258.

## HEALTH INSURANCE

**If you are a state employee,** your health insurance coverage will end on the last day of the month in which you leave covered employment. You may elect to extend your health insurance for up to 18 months from this date or convert your coverage to an individual policy; you will pay the premiums. For more information, visit the Department of Human Resource Management website at [dhrm.virginia.gov](http://dhrm.virginia.gov).

**Note:** If you defer retirement or waive coverage in the state retiree health benefits program, you will not be eligible to enroll at a later date.

**If you are an employee of a school division or a political subdivision,** check with your human resource office about health insurance coverage if you leave employment.

## DISABILITY COVERAGE

If you leave your position, your coverage under the Virginia Sickness and Disability Program (VSDP), if you are a state employee, or the Virginia Local Disability Program (VLDP), if you are a school division or a political subdivision employee and your employer participates in VLDP, will end with your last day of employment. Check with your human resource office for more information if your employer provides a comparable plan in lieu of VLDP.

## LONG-TERM CARE COVERAGE

If you are covered under VSDP or VLDP and leave or retire from your position, your long-term care coverage will end. You can elect to continue your coverage, which will be retroactive to your last day of employment; you will pay the premiums. You will qualify for the same benefits as active participants and must meet the same eligibility requirements when submitting a claim for covered services. To continue your coverage, submit the Long-Term Care Plan Authorization of Coverage Retention (VRS-170) and the Long-Term Care Plan Protection Against Unintentional Lapse (VRS-171) to illumifin Corp. within 60 days of your last day of employment. The forms are available at [varetire.org/hybrid](http://varetire.org/hybrid). This option is not available after 60 days.

**Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program.** If you leave employment and are enrolled in the Commonwealth of Virginia (COV) Voluntary Group Long Term Care Insurance Program, you can continue your coverage through Genworth Life Insurance Co., the insurer. If you are not enrolled, you can apply for coverage if you are a vested, deferred member or a retiree, provided you are age 75 or under. Medical underwriting (proof of good health) will be required. For more information, contact Genworth toll-free at 866-859-6060 or visit [genworth.com/cov](http://genworth.com/cov).

## ANNUAL LEAVE AND SICK LEAVE

If you leave covered employment, you may be eligible for a payment of unused annual leave. If you are not enrolled in VSDP, you may also be eligible for a payment of unused sick leave. Contact your human resource office for more information.

## SEVERANCE BENEFITS

If you are involuntarily separated from employment, you may be eligible for severance benefits under the defined benefit component of your plan. Involuntary separation is a layoff because of a budget reduction, agency reorganization, workforce downsizing or another cause not related to job performance or misconduct. If you voluntarily resign from your position, you are not eligible for severance benefits. If you are a state employee, you may be eligible for severance benefits under the Workforce Transition Act (WTA). If you are an employee of a school division or a political subdivision, you may be eligible for severance benefits under the Transitional Benefits Program if your employer has elected to offer this program.

Additional information about WTA severance benefits is also available on the Department of Human Resource Management website at [dhrm.virginia.gov](http://dhrm.virginia.gov). Your employer will notify you if you are involuntarily separated from employment and coordinate your benefits. For more information, contact your human resource office.

**Special waiver for selected positions.** If you hold one of the following positions, are involuntarily separated from employment for reasons other than cause and have 20 or more years of service credit at the time of separation, you may be eligible to retire with an unreduced benefit as early as age 60:

- Agency head appointed by the governor or a state board, commission or council.
- School superintendent.
- County, city or town manager or attorney.
- Constitutional officer (if your position is abolished).

Your employer must certify your eligibility on the Certification of Exception from General Early Retirement Provisions (VRS-8), which is available at [varetire.org/hybrid](http://varetire.org/hybrid); see Forms. If you return to covered employment, you will be subject to the normal provisions for unreduced and reduced retirement under your plan, unless you are in a position that qualifies for this special waiver.

## RETIREMENT READINESS RESOURCES

### MEMBER EDUCATION

Whether you just started work or are ready to retire, you can take advantage of free educational opportunities to learn more about everything from your benefits and financial wellness to how to apply for retirement. You can select from a variety of educational mediums according to what's most convenient for you. These include live presentations, seminars, webinars, e-courses and regional meetings. Go to [varetire.org/hybrid](https://varetire.org/hybrid); see Retirement Planning under Education. Courses include:

- Retirement planning sessions for new and current members, members within five or more years of retirement and those ready to retire.
- Courses on topics such as purchase of prior service and retirement payout options.

### GETTING READY TO RETIRE GUIDE

The *Getting Ready to Retire Guide* provides information to assist you with the retirement application process. The guide is available at [varetire.org/hybrid](https://varetire.org/hybrid); see Publications.

### ONE-ON-ONE MEMBER COUNSELING

Meet with a counselor at the VRS Retirement Counseling Center at 1111 East Main Street, Richmond, VA 23219. Sessions are offered on a first-come, first-served basis between 8:30 a.m. and 4 p.m., Tuesday and Wednesday. Limited scheduled appointments are available. Go to [varetire.org](https://varetire.org) for directions to the center and the parking deck; the first hour of parking is free. You can also schedule a virtual one-on-one counseling appointment at [varetire.org/education](https://varetire.org/education).

### USE myVRS TO PREPARE FOR RETIREMENT

VRS offers online tools to help you estimate your VRS benefit in retirement and develop a retirement income plan that will help meet your needs and those of your family:

- Use the Benefit Estimator to create estimates of your VRS retirement benefit based on different benefit payout options or retirement dates.
- Use the Retirement Planner to estimate your income and expenses upon retirement:
  - Include your estimated unreduced retirement benefit or an estimate you create in the Benefit Estimator. You also can enter a different retirement date.
  - Include estimated income from a spouse, part-time job, Social Security, if you are eligible on the date you use for your plan, or other sources of retirement income.
  - Build in retirement expenses, including income taxes and health insurance. You can use the assumptions in the planner or enter your own figures.

**Note:** Your retirement benefit amount is based on factors such as service credit, age, average final compensation and your selected benefit payout option. Create a new benefit estimate periodically or if your circumstances change.

To register or log in to your secure online account, visit [myVRS.varetire.org](https://myVRS.varetire.org).



The myVRS Financial Wellness program will increase your knowledge and confidence in financial decision-making through a variety of resources, including articles, videos, educational games, calculators and budgeting tools. Through your secure myVRS account, you can tap into personalized features. Visit [myVRS.varetire.org](https://myVRS.varetire.org) to register or log in.

## DEFINED CONTRIBUTION PLAN EDUCATION

Educational sessions and one-on-one meetings are held at sites around the state and virtually. These meetings cover topics such as long-term planning for your financial future, managing your plans and distribution strategies. Go to [varetire.org/hybrid](https://varetire.org/hybrid) and select Education from the menu.

If your employer participates in the Commonwealth of Virginia 457 Plan, be sure to sign up for the deferred compensation plan meetings at [varetire.org/457](https://varetire.org/457); see Education.

## CERTIFIED FINANCIAL PLANNING SERVICES

VRS members have access to Certified Financial Planning (CFP) services provided through MissionSquare Retirement, the record keeper for VRS defined contribution plans. Participation in a VRS DCP is not required to take advantage of these services.

CFP professionals offer guidance and support to help you feel confident about your financial security and find a path forward for:

- Reducing debt.
- Budgeting.
- Protecting your loved ones.
- Optimizing Social Security benefits.
- Planning your estate.

Visit [varetire.org/make-a-plan](https://varetire.org/make-a-plan) to sign up for no-cost webinars and one-on-one 30-minute consultations with CFP professionals. Spouses and loved ones are welcome to be a part of the conversation.

Goal-specific financial plans as well as comprehensive financial plans are available at a low cost for members without defined contribution accounts, or whose DCP accounts are below a balance threshold. See [varetire.org/make-a-plan](https://varetire.org/make-a-plan) for more information.

## APPLYING FOR RETIREMENT

### RETIREMENT DATE AND MONTHLY BENEFIT PAYMENTS

Retirement is effective on the first of the month. Your monthly benefit will begin following a bona fide break in service of at least one full calendar month from your retirement date over a period you normally would work. Leave with or without pay, summer breaks, intersession periods, educational leave and sabbaticals do not count toward satisfying this break in service.

To begin receiving your defined benefit payments in a timely manner, apply for retirement at least 60 days, but not more than four months (120 days), before you want to retire. **Example:** If you want to retire on July 1, apply by May 1. You will receive your first benefit payment on August 1 for the month of July.

**Note:** In some cases, working after retirement will affect your retirement benefit payments. Before submitting your retirement application, review VRS' rules for Working After Retirement.

### COMPLETING YOUR APPLICATION

Log in to your myVRS account at [myVRS.varetire.org](https://myVRS.varetire.org). VRS members (with some exceptions) can retire online. Exceptions include but are not limited to those retiring with:

- Hazardous duty service.
- Judicial service.
- Long-term disability in their record or retiring on disability.
- Approved Domestic Relations Orders (ADRO) on file.
- Ongoing purchase of prior service agreements.

Members eligible to retire using the online system will see the Apply Now button when they select Apply for Retirement in the Manage My Benefits drop-down menu. If you do not see the button, you will see a message that VRS cannot accept your online application at this time, and you can submit a paper application directly to VRS.

Your retirement application, once approved, begins the process for you to receive your monthly payment from the defined benefit component of your plan. To access funds from the defined contribution component of your plan, see Defined Contribution Component Distributions in this chapter.

### IF NOT APPLYING ONLINE

If you are not able to apply online, you will submit an Application for Service Retirement (VRS-5). Read the directions on all forms carefully and provide all signatures and required documents. An incomplete or incorrect application will delay the processing of your retirement. All forms are available at [varetire.org/hybrid](https://varetire.org/hybrid); see Forms.

If you are married or separated, have your spouse complete the spousal acknowledgment section of the VRS-5. Your spouse must sign on or after the date you sign the application.

Remember to review and update your beneficiaries. Register or log in to your myVRS account to name your beneficiaries. Or, you can request the Designation of Beneficiary (VRS-2) by calling VRS.

## OTHER IMPORTANT STEPS

- If you are a state employee, you are eligible to enroll in the State Retiree Health Benefits Program upon retirement. After VRS processes your retirement application, you will receive an email from the Department of Human Resource Management's Cardinal HCM system. The email will direct you to establish your account as a retiree in Cardinal and select your health insurance coverage within 31 days of your retirement date, or waive coverage. You can sign up at [my.cardinal.virginia.gov](https://my.cardinal.virginia.gov) starting 45 days before your retirement date; however, your election will not appear in your myVRS account until your retirement date, or next business day.

**Note:** If you defer retirement, you will not be eligible to enroll in the program; if you waive coverage, you will not be able to enroll at a later date unless you continue coverage through your spouse's plan. For more information, visit the Department of Human Resource Management website at [dhrm.virginia.gov](https://dhrm.virginia.gov).

- If you are an employee of a school division or a political subdivision, contact your human resource office about retiree health insurance your employer may offer. Some employers have arranged with VRS to deduct the premiums from the monthly benefit payment.
- If you are electing the Advance Pension Option, you will need a Social Security benefit estimate. The estimate must be less than 12 months old, assume you will have no future earnings after leaving your position and be based on your Social Security earnings record. To complete an estimate of your VRS retirement benefit under the Advance Pension Option, log in to your myVRS account and select Benefit Estimator.
- If you are eligible for the health insurance credit upon retirement and VRS will be deducting your health insurance premiums, you do not need to apply for it; VRS will apply the credit automatically to your benefit payment. For any premiums VRS will not be deducting, or to report premium changes, you may log in to your myVRS account to manage your health insurance credit or you may submit a Request for Health Insurance Credit (VRS-45). Keeping your information current ensures you receive the proper credit amount and are not at risk for receiving an overpayment, which would require you to reimburse VRS.
- If you are enrolled in the Virginia Sickness and Disability Program (VSDP) for state employees or the Virginia Local Disability Program (VLDP), submit the Authorization of Coverage Retention for the Long Term Care Plan (VRS-170) and Protection Against Unintentional Lapse of Long Term Care (VRS-171) if you wish to continue your long-term care coverage into retirement. You will pay the premiums. VRS members also have access to the Commonwealth of Virginia (COV) Voluntary Group Long Term Care Insurance Program. See details in Chapter 13.

If you need assistance applying for retirement, your human resource office, a family member or an individual authorized to act on your behalf, such as an agent named under a power of attorney or a legal guardian, may be able to assist you. For more information, call VRS toll-free at 888-827-3847.

Once your application is approved, you will receive a letter confirming your selections and your benefit payment amount. When VRS makes your first payment, you will receive a letter that provides important details about your retirement payment as well as other benefits. Keep this letter for future reference. For more information after you retire, refer to your *Retiree Handbook* at [varetire.org/hybrid](https://varetire.org/hybrid); see Publications.



## DEFINED CONTRIBUTION COMPONENT DISTRIBUTIONS

A distribution is a payment from your defined contribution accounts. Distributions may begin following a bona fide break in service from your last day of employment. A bona fide break in service is a break of at least one full calendar month from your last day of employment that occurs during a period you normally would work. Leave with or without pay, summer breaks, intersession periods, educational leave and sabbaticals do not count toward satisfying this break in service.

You are required to take your first minimum distributions by April 1 of the calendar year following the later of: 1) the calendar year in which you reach age 73, or 2) the calendar year in which you terminate employment from the employer sponsoring your plan.

If you are not yet required to take a distribution, you may also leave your money in your account upon your retirement and continue to manage your investments. If you leave your funds in the plan, they remain tax deferred and you continue to benefit from compound interest. You may then take a distribution at a later date.

**Requesting a distribution.** To request a distribution from the defined contribution component of your plan, log in to Account Access at [varetire.org/dcp-login](http://varetire.org/dcp-login) and select the account from which you wish to withdraw funds. Your employer must have reported your separation to VRS in order for you to initiate an online distribution request. Separate requests are required for the Hybrid 457 Deferred Compensation Plan and the Hybrid 401(a) Cash Match Plan, as well as any other defined contribution plans in which you participate.

For more information or to request a distribution by phone, contact MissionSquare Retirement at 877-327-5261, select option 1 and ask for a Participant Services Representative.

## DEFERRING RETIREMENT

If you leave covered employment and are eligible for retirement, you can defer receiving your retirement benefit until a later date. Submit a Name and Address Declaration for Deferred Members (VRS-3A) before you leave your position. If you are covered under the VRS Group Life Insurance Program, some basic benefits will continue after you leave your position, provided you do not take a refund of your member contributions and interest. For more information, see Chapter 13 – Insurance in Retirement.

When you apply for retirement, your defined benefit will be calculated based on your service credit and average final compensation at the time you left your position. If eligible, complete your retirement application through myVRS or submit the VRS-5 and other required forms and documents to VRS within 60 days, but not more than four months (120 days), before your retirement date.

## MANDATORY RETIREMENT DISTRIBUTION

If you defer retirement and do not apply for retirement by April 1 following the calendar year in which you turn age 73, VRS will pay you a retirement benefit (Basic Benefit option), as required by law. VRS is not required to pay benefits retroactively; if your address changes, notify VRS as soon as possible by submitting a Name and Address Declaration for Deferred Members (VRS-3A).

If you are not vested, you will receive a refund of your member contribution account balance, excluding any member contributions made by your employer to your account after July 1, 2010, and the interest on these contributions.

Direct Deposit

Taxes

Cost-of-Living Adjustments

Social Security

If You Divorce

## DIRECT DEPOSIT

After you retire, your monthly benefit from the defined benefit component will be deposited to the financial institution account you designate on your retirement application. Benefit payments are deposited on the first of the month for the preceding month's benefit. If the first falls on a weekend or holiday, the payment will be deposited on the last business day of the preceding month. January is an exception. For tax purposes, VRS must issue the January payment on the first business day of the new year. If the net amount of your benefit changes, you will receive an earnings statement from VRS reflecting the new amount.

If you change your financial institution, log in to your myVRS account to manage direct deposit online or submit an Authorization for Direct Deposit of Monthly Benefit (VRS-57) with the new account information. Do not close your old account until your direct deposit begins in your new account. You can verify your new deposit information through myVRS.

The defined contribution component offers a variety of distribution options. Through MissionSquare Retirement you can request payment via direct deposit or a check. At the time of your request, you can choose any date for direct deposit.

## TAXES

Your retirement benefit under the defined benefit component will be subject to federal income taxes and, if you live in Virginia, state income taxes. Any after-tax member contributions in your benefit payment will not be taxed again.

If you do not want VRS to withhold taxes from your benefit, indicate that choice on your retirement application. You may be responsible for paying estimated taxes or face tax penalties if your estimated tax payments are insufficient. For more information, contact a tax advisor or the Internal Revenue Service (IRS) toll-free at 800-829-1040 or [irs.gov](https://www.irs.gov).

VRS does not deduct income taxes for other states. If you retire in Virginia and then move out of state, you can update your tax withholding through your myVRS account or submit a Request for Income Tax Withholding (VRS-15).

Distributions from the defined contribution component will be subject to federal as well as state income taxes if you live in a state that taxes income.

### 1099-R FORM

After you retire, you will receive a 1099-R form from VRS each January for the previous calendar year's benefit payments and tax withholdings. The 1099-R shows:

- Total amount of your benefit for the previous year.
- Taxable amount of your benefit.

- Total amount of federal income taxes and, if applicable, state income taxes withheld from your benefit during the previous year.
- Amount of your benefit that is not taxed, if any, as determined by the IRS.
- Whether your benefit is a retirement benefit or survivor benefit.
- Total health insurance premiums for the previous year, less any health insurance credit reimbursements you receive. The health insurance credit is a non-taxable benefit and will not be included in your 1099-R. For more information about the health insurance credit, see Chapter 13 – Insurance in Retirement.

You will also receive a 1099-R form from MissionSquare Retirement for any defined contribution account distributions. You will file these forms with your federal and state income tax returns.

**Imputed income** is based on the cost of group life insurance in excess of \$50,000 that VRS pays on behalf of the member. The Internal Revenue Service (IRS) considers this amount as income to you and subject to income taxes and FICA (Social Security and Medicare) taxes. If you are covered under the program when you retire and your benefit exceeds \$50,000, VRS will automatically withhold FICA taxes and send you a W-2 form each year showing the amount of FICA taxes withheld and the additional taxable income. As your life insurance benefit reduces, the amount of imputed income will also reduce. If your benefit reduces to less than \$50,000, these taxes will no longer be withheld. For more information about the life insurance benefit reduction, see Chapter 13 – Insurance in Retirement.

## COST-OF-LIVING ADJUSTMENTS

You receive cost-of-living adjustments (COLAs) to your retirement benefit to assist with rising costs. The COLA is based on the annual monthly average of the Consumer Price Index for all Urban Consumers (CPI-U), published by the U.S. Bureau of Labor Statistics, and is updated each July 1. The COLA is calculated using the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%. During years of no inflation or deflation, the COLA is 0%.

**If you retire with an unreduced benefit or with a reduced benefit with at least 20 years of service credit**, the COLA will go into effect on July 1 after one full calendar year (January 1 to December 31) from your retirement date.

**If you retire with a reduced benefit with fewer than 20 years of service credit**, the COLA will go into effect on July 1 after one full calendar year (January 1 to December 31) from the date you would have become eligible for an unreduced benefit.

For the current COLA, visit [varetire.org/retirees](https://varetire.org/retirees).

### What Is the Consumer Price Index for All Urban Consumers (CPI-U)?

The U.S. Bureau of Labor Statistics defines the CPI-U as a measure of the average change over time in the prices paid by urban consumers for goods and services, such as food, housing, apparel, transportation, medical care, recreation, education, communication and other goods and services.

## EXCEPTIONS TO COLA EFFECTIVE DATES

If you are eligible for a COLA under any of the following circumstances, your COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins:

- You retire directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP), Virginia Local Disability Program (VLDP) or a comparable program offered by your employer.
- You are involuntarily separated from employment for causes other than job performance or misconduct and are eligible to retire under the Workforce Transition Act or the Transitional Benefits Program.
- You die in service and your survivor or beneficiary is eligible for a monthly death-in-service benefit.

If you retire under the Basic Benefit or Advance Pension Option, the COLA calculation will be based on your Basic Benefit amount. If you retire under the Basic Benefit with the Partial Lump-Sum Option Payment (PLOP), Survivor Option or Survivor Option with the PLOP, the COLA calculation will be based on your reduced benefit amount.

## SOCIAL SECURITY

You will be eligible for a full Social Security retirement benefit when you reach your normal Social Security retirement age. Normal Social Security retirement age for people born in the year 1960 or later is age 67. You may qualify for a benefit as early as age 62. For more information, call the Social Security Administration toll-free at 800-772-1213, visit [ssa.gov](https://ssa.gov) or contact your local Social Security Administration office.

### Update Your Tax Withholdings Online

If you registered for myVRS while working, you may continue to use your myVRS member account username and password in retirement. Otherwise, you may set up an account after you retire. You may then update your withholding amount online at [myVRS.varetire.org](https://myVRS.varetire.org).

## IF YOU DIVORCE

### APPROVED DOMESTIC RELATIONS ORDER (ADRO)

In the event of a divorce, all or a portion of your retirement benefit or defined contribution account(s) may be regarded as marital property in a property settlement. The *Code of Virginia* authorizes VRS to make a direct payment to a former spouse if he or she is awarded part of your benefit by the court. You must elect a retirement benefit option that is consistent with your ADRO on file with VRS. The court, not VRS, decides whether to divide your retirement benefit or defined contribution account(s) and how your benefits are to be divided, provided the order is in compliance with the provisions of the *Code of Virginia*. Provide your attorney with VRS' required pre-approved ADRO forms for the defined benefit plan and the defined contribution plans. The forms are available at [varetire.org/hybrid](https://varetire.org/hybrid); see Forms.

**Other attachments.** The *Code of Virginia* allows other attachments to your VRS accounts or benefits. Examples include IRS tax levies, debt to an employer, child support or other marital rights as stated in an ADRO.

**Release of information.** VRS will not release information about your VRS accounts or benefits to anyone other than yourself without your written authorization, unless your information is subpoenaed.

## BASIC GROUP LIFE INSURANCE COVERAGE

If you are covered under the VRS Group Life Insurance Program, some basic group life insurance benefits will continue when you retire or if you are eligible to retire but defer retirement. Your coverage will end, however, if you have not met the age and service requirements for retirement or you take a refund of your member contributions and interest.

**Benefits include:**

- Death benefit equal to your compensation at retirement, rounded to the next highest thousand and then doubled. If you retire with 20 or more years of service credit, the death benefit will be based on your highest compensation as a covered employee, even if your salary at retirement is lower.
- Accelerated death benefit option. If you are diagnosed with a terminal condition and have fewer than 12 months to live, you can withdraw some or all of your life insurance proceeds to use for any purpose. Your beneficiary or survivor will receive any remaining amount upon your death.

The provisions that allow for double the natural death benefit for accidental death and dismemberment end upon retirement.

**Life Insurance Coverage in Retirement.**

Your coverage begins to reduce on January 1 following one calendar year after your employment ends. The reduction rate is 25% each January 1 until it reaches 25% of the total life insurance benefit value at retirement. If you have at least 30 years of service credit, your coverage cannot reduce below an \$8,000 minimum established in 2015. This minimum will be increased annually based on the VRS Plan 2 cost-of-living adjustment calculation. You may end employment and defer retirement until a later date; however, the group life insurance will begin reducing based on the last month of employment.



## THE VALUE OF YOUR LIFE INSURANCE

Reduction Timeline	Example
When you retire or defer retirement, your life insurance benefit is equal to your creditable compensation, rounded to the next highest thousand and then doubled.	You retire on July 1, 2024. Your compensation at retirement is \$49,780; for your life insurance coverage, that amount is rounded to \$50,000 then doubled to equal \$100,000.
On January 1 following one calendar year after your employment ends (January through December), your life insurance coverage reduces 25%.	On January 1, 2026, your life insurance coverage reduces to \$75,000.
On January 1 following two calendar years after your employment ends (January through December), your life insurance coverage reduces another 25%.	On January 1, 2027, your life insurance coverage reduces to \$50,000.
On January 1 following three calendar years after your employment ends (January through December), your life insurance coverage reduces a final 25% and remains at that value for the rest of your retirement.	Your final reduction will be on January 1, 2028, and your coverage will remain at \$25,000* for the rest of your retirement.

*\*The final amount of insurance will vary according to your creditable compensation when leaving employment.*

## OPTIONAL GROUP LIFE INSURANCE COVERAGE

If you are enrolled in the Optional Group Life Insurance Program and meet the qualifications for retirement, you may continue a portion of your coverage upon leaving employment. You as well as your spouse and dependent children, if enrolled, must have been continuously covered during the 60 months preceding your retirement date. The accidental death benefit and dismemberment coverage end upon retirement. The value of your VRS optional life insurance reduces by 25% beginning with your normal retirement age under your plan, with additional reductions occurring at ages 70 and 75. All coverage ends at age 80. The maximum amount of optional group life insurance in retirement is \$300,000. You must elect to continue your coverage within 31 days of the last day of the month in which you leave your position by submitting the Retiree Optional Life Continuation (VRS-39R) to Securian Financial. This option is not available after 31 days.

You as well as your spouse and dependent children, if enrolled, can convert your coverage to an individual policy. You will be billed for the premiums. Submit a Conversion of Group Life Insurance Enrollment (VRS-35) to Securian Financial within 31 days of the last day of the month in which you leave your position. This option is not available after 31 days. Forms are available at [varetire.org/hybrid](http://varetire.org/hybrid); see Forms.

## More Information

VRS has contracted with Securian Financial as the insurer for the Group Life Insurance Program. For more information, call toll-free 800-441-2258.



## RETIREE HEALTH INSURANCE

### STATE RETIREE HEALTH BENEFITS PROGRAM

If you retire as a state employee, you are eligible to enroll in the State Retiree Health Benefits Program administered by the Department of Human Resource Management (DHRM) upon retirement. After VRS processes your retirement application, you will receive an email from DHRM's Cardinal HCM system. The email will direct you to establish your account as a retiree in Cardinal and select your health insurance coverage within 31 days of your retirement date or waive coverage. You can sign up at [my.cardinal.virginia.gov](https://my.cardinal.virginia.gov) starting 45 days before your retirement date; however, your election will not appear in your myVRS account until your retirement date, or next business day. Note that if you defer retirement, you will not be eligible to enroll in the program; if you waive coverage, you will not be able to enroll at a later date unless you continue coverage through your spouse's plan.

If you elect this coverage, VRS will deduct the health insurance premiums from your monthly defined benefit payment. If your benefit is not sufficient to cover the deduction, the health insurance carrier will bill you directly for the premiums. For more information about the program, visit the DHRM website at [dhrm.virginia.gov](https://dhrm.virginia.gov).

**Enrollment options for your survivors.** If you enroll in the State Retiree Health Benefits Program, you also can enroll your survivors (a spouse or dependent children). If you elect the Survivor Option at retirement and your survivors are not enrolled, they may enroll upon your death. If you elect another benefit payout option and your survivors are enrolled at the time of your death, they may elect to continue their coverage. Your survivors must submit a State Health Benefits Program Enrollment Form for Retirees, Survivors and LTD Participants (A10601) within 60 days of your death. This option is not available after 60 days.

**Canceling coverage.** You can cancel your coverage at any time after you retire by logging in to [my.cardinal.virginia.gov](https://my.cardinal.virginia.gov) or by sending a written request to VRS. Canceling your coverage also cancels coverage for your spouse and dependent children, if enrolled. Once you cancel coverage, you are not eligible to re-enroll in the program. However, you can be covered as a dependent of an active state employee or a state retiree who enrolls you in the program, or if you return to work and retire again as a state employee. In the latter case, you will have 31 days from your subsequent retirement date to elect coverage.

### COVERAGE FOR SCHOOL DIVISION AND POLITICAL SUBDIVISION EMPLOYEES

If you are a school division or a political subdivision employee, contact your human resource office for more information about retiree health insurance your employer may offer.

### MEDICARE COVERAGE

When you reach age 65, you will become eligible for Medicare. Medicare is a federal government sponsored health insurance program. Medicare includes coverage for hospital care (Part A) at no cost to you and medical care (Part B), for which you pay a monthly premium. You may also elect coverage under the prescription drug plan (Part D). You should apply for Medicare at least three months before your 65th birthday.



## ESTIMATE YOUR EXPENSES IN myVRS

Before you retire, you can estimate your health insurance and other expenses in retirement through the myVRS Retirement Planner. You can use the assumptions built into the planner or enter your own figures. Depending on the retirement date you use for your plan, you can also include a Medicare premium estimate. To create a secure online account, visit [myVRS.varetire.org](https://myVRS.varetire.org).

## HEALTH INSURANCE CREDIT

If you retire with at least 15 years of service credit, you may be eligible for this tax-free benefit. The health insurance credit assists with health insurance premiums you pay for single coverage, excluding any portion of the premiums covering a spouse or dependents. Eligible employees include:

- State employees.
- Teachers and school administrators.
- General registrars and their employees, constitutional officers and their employees and local social service employees.
- Non-teacher school division employees.
- Employees of political subdivisions that have elected to offer the health insurance credit.

The health insurance credit is a dollar amount set by the General Assembly for each year of service credit, as shown below, not to exceed the individual premium amount. The health insurance credit is applied to your retirement benefit payment. If you do not receive a monthly benefit, VRS will reimburse you for the amount. The credit ends upon your death.

### Additional Information About Your Life Insurance

For information about irrevocable assignment, imputed income taxes and child support liens, see Chapter 6 – Group Life and Long-Term Care Insurance Programs.

### In the Event of Your Death After You Retire

Your beneficiary or survivor should call Securian Financial toll-free at 800-441-2258. Securian Financial can initiate all benefit claims and will provide information to VRS for processing any benefits due. For more information, see *Losing a Loved One: Guide for Families* available at [varetire.org/hybrid](https://varetire.org/hybrid) under Publications.

## HEALTH INSURANCE CREDIT DOLLAR AMOUNTS

Eligible Employees	Amount per Year of Service	Maximum Credit per Month
State employees	\$4.00	No Cap
Teachers and school administrators	\$4.00	No Cap
General registrars and their employees, constitutional officers and their employees and local social service employees	\$1.50	\$45.00
General registrars and their employees, constitutional officers and their employees and local social service employees, if the political subdivision has elected the \$1.00 enhancement	\$2.50	\$75.00
Non-teacher school division employees	\$1.50	No cap
Non-teacher school division employees, if the school division has elected the \$1.00 enhancement	\$2.50	No cap
Other political subdivision employees if elected by the employer	\$1.50	\$45.00

### Qualifying Health Plans

- Individual health plans.
- Coverage as a dependent on a spouse's plan.
- Employer-sponsored health plans.
- Medicare Part B.
- Dental and vision plans.
- Prescription drug plans, including Medicare Part D.
- Long-term care insurance contracts.
- Long-term disability insurance.
- Hospital or accident indemnity policies.
- Supplemental policies for cancer or other specific illnesses.
- Medical discount programs.

**The following are examples of plans not eligible for the health insurance credit:**

- Health care sharing ministries or cooperatives.
- Direct primary care arrangements such as concierge medicine.
- Life insurance.

**APPLYING FOR THE HEALTH INSURANCE CREDIT**

If you are eligible for the health insurance credit upon retirement and VRS will be deducting your health insurance premiums, you do not need to apply for it; VRS will apply the credit automatically to your benefit payment. If VRS is not deducting your health insurance premium or you have eligible health insurance coverage in addition to your employer-sponsored coverage, register or log in to your myVRS account to manage your health insurance credit online, or complete and send the Request for Health Insurance Credit (VRS-45) to VRS. The form is available at [varetire.org/hybrid](https://varetire.org/hybrid); see Forms.

**KEEP VRS UPDATED ON PREMIUM CHANGES**

Keeping your information current ensures you receive the proper credit amount and are not at risk for receiving an overpayment, which would require you to reimburse VRS. For any premiums VRS will not be deducting, report a change or cancellation by logging in to myVRS or submitting a new Request for Health Insurance Credit (VRS-45) to VRS.

## LONG-TERM CARE COVERAGE

**VSDP AND VLDP LONG-TERM CARE PLANS**

Your coverage under the Virginia Sickness and Disability Program Long-Term Care Plan or the Virginia Local Disability Program Long-Term Care Plan will end when you retire. You can elect to continue your coverage, which will be retroactive to your last day of employment; you will pay the premiums. This option is not available after 60 days from your retirement date. If you are a school division or a political subdivision employee and are covered under a comparable program offered by your employer, you are not eligible for the VLDP Long-Term Care Plan. Contact your human resource office about long-term care coverage your employer may offer and whether you can continue this coverage after you retire.

**COMMONWEALTH OF VIRGINIA VOLUNTARY GROUP LONG TERM CARE INSURANCE PROGRAM**

If you are enrolled in the Commonwealth of Virginia (COV) Voluntary Group Long Term Care Insurance Program when you retire, you can continue your coverage through Genworth Life Insurance Co., the insurer. You will pay the premiums directly to Genworth. If you are not enrolled, you can apply as a retiree, provided you are age 75 or under. Your employer is not required to have elected the program. Medical underwriting (proof of good health) will be required. For more information, contact Genworth toll-free at 866-859-6060 or visit [genworth.com/cov](https://genworth.com/cov).

After you retire, you can work for any employer that does not participate in the Virginia Retirement System (VRS) and continue to receive your retirement benefits. If you return to covered employment with a VRS-participating employer, you will become an active member and your monthly defined benefit payment and any defined contribution plan distributions will stop.

## NON-COVERED EMPLOYMENT

In some cases, you can work in a non-covered position with a VRS-participating employer and continue to receive your retirement benefits. If you return to non-covered employment with the employer from which you retired, you must have a bona fide break in service of at least one full calendar month from your retirement date. This break must occur over a period you normally would work. Periods of leave with or without pay do not count toward satisfying this break in service. If you do not take the break in service, your retirement is void and any benefit payments received will have to be repaid.

The Commonwealth of Virginia, including all state agencies and public colleges and universities, is considered one employer. Public school divisions and political subdivisions are considered separate employers. Your employer can make no verbal or written offer of reemployment before you retire. You and your employer must certify on the retirement application that there has been no such prearrangement.

### INTERIM APPOINTMENTS

In some cases, retirees can work in an interim position for up to six months without interruption in retirement benefits. Examples include working in a vacant position while the employer recruits for a full-time permanent employee or while the incumbent is on leave. If you are considering an interim appointment, your employer must discuss the appointment with VRS before hiring you in the position. If you return to the employer from which you retired, you must also have a bona fide break in service as described above.

## CRITICAL SHORTAGE POSITIONS

### K-12 CRITICAL SHORTAGE POSITIONS

You may be eligible to teach or serve as a principal or assistant principal in a critical shortage position in a Virginia public school. You do not have to retire as a teacher or school administrator as long as you become licensed by the Virginia Board of Education for the position you will hold. Positions are full time and temporary (non-covered) for the current school year; and if you qualify, you will continue to receive your retirement benefits but you will not earn additional service credit.

**To be considered for a K-12 critical shortage position, you must:**

- Be retired from a VRS-covered position. Members of the State Police Officers' Retirement System, the Virginia Law Officers' Retirement System and the Judicial Retirement System are not eligible.
- Be hired by a Virginia public school division in a designated teacher critical shortage position.
- Hold a Virginia Board of Education license for the position.
- Have a break in service of at least six consecutive months between your retirement date and the date you wish to work in a critical shortage position. This break in service means not working in any full-time, part-time or volunteer position, including coaching and substitute teaching, with any VRS-participating employer, or working for a contractor with any VRS-participating employer.
- Not have retired with a reduced VRS benefit under an early retirement incentive program (ERIP).
- Not have retired under the Transitional Benefits Program or the Workforce Transition Act with an enhanced monthly VRS benefit.
- Not have a prearranged commitment, either verbal or written, with the school division before your retirement date.

For more information on critical shortage designations and how to apply, visit the Department of Education website at [doe.virginia.gov](https://doe.virginia.gov) or contact the school system where you would like to work.

**SPECIALIZED STUDENT SUPPORT POSITIONS**

You may be eligible to return to work full time in a specialized student support position at a Virginia public school. Positions are full-time and temporary (non-covered) for the current school year. If you qualify, you will continue to receive your retirement benefits but you will not earn additional service credit.

**To be considered for a specialized student support position, you must:**

- Be retired from an eligible VRS-covered position. Members of the State Police Officers' Retirement System, the Virginia Law Officers' Retirement System and the Judicial Retirement System are not eligible.
- Be hired in a designated specialized student support critical shortage position for a Virginia public school division. Retirees in these positions are employed by the school board and include school social workers, school psychologists, school nurses, licensed behavior analysts, licensed assistant behavior analysts, and other licensed health and behavioral positions, such as speech-language pathologists, as determined by the Virginia Department of Education.
- Have a break in service of at least six consecutive months between your retirement date and the date you wish to work in a specialized student support critical shortage position. This break in service means not working in any full-time, part-time or volunteer position with a VRS-participating employer, or working for a contractor with any VRS-participating employer.
- Not have retired with a reduced VRS benefit under an early retirement incentive program (ERIP).
- Not have retired under the Transitional Benefits Program or the Workforce Transition Act with an enhanced monthly VRS benefit.
- Not be on VRS disability retirement.
- Not have a prearranged commitment, either verbal or written, with the school division before your retirement date.

For more information on critical shortage designations and how to apply, visit the Department of Education website at [doe.virginia.gov](https://doe.virginia.gov) or contact the school system where you would like to work.

## BUS DRIVER CRITICAL SHORTAGE POSITIONS

You may be eligible to return to work full time as a bus driver in a critical shortage position at a Virginia public school. Positions are full-time and temporary (non-covered) for the current school year. If you qualify, you will continue to receive your retirement benefits but you will not earn additional service credit.

### To be considered for a bus driver critical shortage position, you must:

- Be retired from an eligible VRS-covered position. Members of the Judicial Retirement System are not eligible.
- Be hired in a designated bus driver critical shortage position for a Virginia public school division.
- Have a break in service of at least six consecutive months between your retirement date and the date you wish to work in a bus driver critical shortage position. This break in service means not working in any full-time, part-time or volunteer position with a VRS-participating employer, or working for a contractor with any VRS-participating employer.
- Not have retired with a reduced VRS benefit under an early retirement incentive program (ERIP).
- Not have retired under the Transitional Benefits Program or the Workforce Transition Act with an enhanced monthly VRS benefit.
- Not have a prearranged commitment, either verbal or written, with the school division before your retirement date.

For more information on critical shortage designations and how to apply, visit the Department of Education website at [doe.virginia.gov](http://doe.virginia.gov) or contact the school system where you would like to work.

## RETURNING TO COVERED EMPLOYMENT

If you return to covered employment, your retirement benefits and distributions will stop and you will become an active member. A bona fide break in service of at least one full calendar month from your retirement date over a period you normally would work is required to retire. Periods of leave with or without pay, summer breaks, intersession periods, sabbaticals and educational leave do not count toward satisfying this break in service. If you did not take the break in service before returning to covered employment, your retirement is void and any benefit payments received will have to be repaid.

## GROUP LIFE INSURANCE COVERAGE

If you return to an employer that participates in the VRS Group Life Insurance Program and had this coverage as a retiree, you will resume your active member coverage. Your coverage will be based on the creditable compensation you earn upon reemployment or your highest career creditable compensation as a covered employee if you have 20 or more years of service credit. If you did not have retiree coverage, you will be enrolled automatically in the program upon reemployment.

If you return to an employer that does not participate in the VRS Group Life Insurance Program and you had retiree coverage, your coverage will continue at the level to which it had reduced before reemployment. For more information about the program, see Chapter 6 – Group Life and Long-Term Care Insurance Programs and Chapter 13 – Insurance in Retirement.

## DISABILITY COVERAGE

If you return to covered employment, you will be covered under either the Virginia Sickness and Disability Program or the Virginia Local Disability Program (or a comparable employer-provided program), depending on your plan and position. Learn more about those programs at [varetire.org](https://varetire.org).

## DEFINED CONTRIBUTION PLAN DISTRIBUTIONS

If you return to covered employment, you will be able to resume contributions or enroll in, if applicable, the defined contribution plans. If you return to covered employment and are receiving plan distributions, your distributions will stop. You cannot receive distributions while working in a covered position unless you are age 70½ or older and eligible for an in-service distribution.

## BEFORE YOU ACCEPT EMPLOYMENT

If you want to work after you retire, call VRS toll-free at 855-291-2285 to determine the impact on your retirement benefits. Also contact the Social Security Administration toll-free at 800-772-1213 or visit [ssa.gov](https://ssa.gov) for information on the effect of earnings during retirement on your eligibility for Social Security benefits.

## RETIRING AGAIN

When you retire again, you must retire online through myVRS or submit a new Application for Service Retirement (VRS-5) and retire under the same benefit payout option you elected for your previous retirement. Your monthly defined benefit will be recalculated based on the additional service credit you earn and any changes in your average final compensation. If you retire under the Partial Lump-Sum Option Payment (PLOP) with the Basic Benefit or Survivor Option, you will not receive another PLOP; your subsequent benefit will also be adjusted for the previous PLOP. If you retire under the Advance Pension Option, your subsequent benefit will be adjusted for the temporary increase in your previous benefit.

Any cost-of-living adjustments (COLAs) you were receiving during your previous retirement will not resume when you retire again. The COLA will be calculated as if you were retiring for the first time. For more information about the COLA, see Chapter 12 – Receiving Retirement Plan Payments.

## What Is Covered and Non-Covered Employment?

**Covered employment** is a full-time permanent, salaried position with an employer that participates in VRS. Some part-time permanent, salaried state positions also are covered under VRS.

**Non-covered employment** is a part-time position with a VRS-participating employer. Non-covered positions do not provide eligibility for benefits. Part-time positions typically require 80% or less of the hours of comparable full-time permanent positions. Some full-time positions may be considered non-covered if they are temporary and require 80% or less of the hours per year that would be considered full-time and permanent for that position.



**Active Member**

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You are an active member if you are working in a covered position with an employer that participates in the Virginia Retirement System (VRS) or are covered under an optional retirement plan administered by VRS. Covered employment is a full-time, salaried position. Some part-time permanent, salaried positions also are covered under VRS.

**Active Service**

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Active service is the number of years you work in a covered position. You earn one month of service credit for each month you are employed ("in service").

**Activities of Daily Living**

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Members may need long-term care if they cannot perform at least two of the following activities of daily living: bathing; transferring, such as getting in and out of bed; dressing; toileting (using the bathroom); continence; or eating (ability to feed oneself).

**Actuarial Equivalent Cost**

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Actuarial equivalent cost represents the amount of money needed in today's dollars to pay for the total value of the increase in your future retirement benefit or earlier retirement eligibility date resulting from purchasing prior service. If you purchase prior service after your two-year approximate normal cost window, your cost will be based on this rate.

**Advance Pension Option**

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The Advance Pension Option is one of the benefit payout options available at retirement. This option allows you to temporarily increase your monthly benefit amount until an age you select, between age 62 and your normal retirement age under Social Security. At that point, your benefit is permanently reduced.

**Approved Domestic Relations Order (ADRO)**

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An Approved Domestic Relations Order (ADRO) is a court order related to marital property rights as a result of a divorce. If you divorce, all or a portion of your VRS benefits or defined contribution account(s) may be regarded as marital property in a property settlement.

**Approximate Normal Cost**

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Approximate normal cost is the average cost of one year of VRS service credit. The cost is based on a percentage of your creditable compensation or average final compensation at the time of purchase, whichever is higher.

<b>Asset Allocation</b>	A method of investing by which investors include a range of different investment classes, such as stocks, bonds and cash equivalents, in their portfolios.
<b>Asset Classes</b>	A group of securities or investments that have similar characteristics and behave similarly in the marketplace. Three common asset classes are equities (e.g., stocks), fixed income (e.g., bonds) and cash equivalents (e.g., money market funds).
<b>Auto-Escalation</b>	The defined contribution component provides a feature that automatically increases your voluntary contributions 0.5% every three years thereafter. Before each auto-escalation date, members will receive opt-out information.
<b>Average Final Compensation</b>	Average final compensation is the average of your 60 consecutive months of highest creditable compensation as a covered employee. It is one of the factors used to calculate your retirement benefit under the defined benefit component.
<b>Basic Benefit</b>	The Basic Benefit is a monthly benefit in retirement under the defined benefit component. It is calculated based on a formula using your average final compensation, a retirement multiplier and your total service credit at retirement. You can elect the Basic Benefit or another payout option when you apply for retirement.
<b>Beneficiary</b>	Upon your death, your beneficiary is eligible for a payment of any balances remaining in your accounts under the defined benefit and defined contribution components as well as any VRS group life insurance benefits you may have. Beneficiary designations for each account are separate; you can designate the same or different beneficiaries for each account.
<b>Benefit Payout Options</b>	When you apply for service retirement under the defined benefit component, you elect how you want to receive your benefit. You choose one of the benefit payout options, depending on your eligibility: Basic Benefit, Basic Benefit with the Partial Lump-Sum Option Payment (PLOP), Survivor Option, Survivor Option with the PLOP or Advance Pension Option. The option you elect is irrevocable. That means you cannot change it once you retire, with the exception of the Survivor Option under some conditions.
<b>Bona Fide Break in Service</b>	A bona fide break in service is a break of at least one full calendar month from your last day of employment or retirement date. This break must occur over a period you normally would work. Periods of leave with or without pay do not count toward satisfying this break in service.

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**Child Support Liens**

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The Department of Social Services may file child support liens against monthly retirement benefits or proceeds payable under the VRS Group Life Insurance Program. VRS is required to pay a portion of your monthly retirement benefit or, at your death, life insurance proceeds to the Department of Social Services to satisfy any outstanding child support obligations.

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**Consumer Price Index for All Urban Consumers**

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The cost-of-living adjustment (COLA) is based on the annual monthly average of the Consumer Price Index for all Urban Consumers (CPI-U) published by the U.S. Bureau of Labor Statistics. The CPI-U is defined as a measure of the average change over time in the prices paid by urban consumers for goods and services, such as food, housing, apparel, transportation, medical care, recreation, education, communication and other goods and services.

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**Cost-of-Living Adjustment (COLA)**

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You receive cost-of-living adjustments (COLAs) to your retirement benefit to assist with rising costs. The COLA is based on the annual monthly average of the Consumer Price Index for all Urban Consumers (CPI-U), published by the U.S. Bureau of Labor Statistics, and is updated each July 1. During years of no inflation or deflation, the COLA will be 0%. For more information about the COLA, see Chapter 12 – Receiving Retirement Plan Payments.

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**Covered Employment**

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Covered employment is a full-time permanent, salaried position with an employer that participates in VRS. Some part-time permanent, salaried state positions are also covered under VRS.

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**Creditable Compensation**

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Creditable compensation is your current annual base salary excluding overtime; extraordinary pay; bonus pay; housing and moving expenses; mobile device and internet costs; vehicle allowances; termination pay for leave; non-permanent shift differentials; payments of a temporary nature including but not limited to acting pay (if not permanently confirmed for the position); or payments for extra duties, such as pay for teachers who serve as coaches. Your election to defer salary to a deferred compensation plan, such as a 403(b), a 457(b) or a 125 plan, may only be included in creditable compensation if you voluntarily elect the deferral, the deferral is not conditional or performance based, and the deferral would otherwise be included in your gross income. Other exclusions apply.

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**Death-in-Service Benefit**

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If you die while you are an active member ("in service"), your beneficiary may be eligible for a death-in-service benefit in addition to any life insurance benefits for which you may be eligible under the defined benefit component.

### **Deferred Member**

You are considered a deferred member if you have left covered employment but have not withdrawn your defined benefit member contributions and interest and have defined benefit service credit in VRS or are maintaining an account balance in a Virginia optional retirement plan.

### **Defined Benefit Component**

The defined benefit component provides a retirement benefit based on your age, total service credit and average final compensation at retirement. VRS manages the investments and related risk for member and employer contributions under this component.

### **Defined Contribution Component**

The defined contribution component of the Hybrid Retirement Plan provides a retirement benefit based on member and employer contributions and net investment gains on contributions. You manage the investments and related risk for this component.

### **Defined Contribution Plan**

The benefit under a defined contribution plan is based on contributions and net investment gains on these contributions. The defined contribution plans administered or authorized by VRS include the Commonwealth of Virginia 457 Deferred Compensation and Cash Match Plans, the Hybrid 457 Deferred Compensation Plan and Hybrid 401(a) Cash Match Plan, optional retirement plans for selected employees and a supplemental plan for certain school employees.

### **Distribution**

A distribution is a lump-sum payment, a periodic payment or an annuity. Upon leaving employment, you can elect one of these payment methods for your account balances in the Hybrid 401(a) Cash Match Plan and the Hybrid 457 Deferred Compensation Plan. The employer contributions and net investment earnings on employer contributions are subject to a vesting schedule; see Chapter 3 – The Defined Contribution Component of Your Plan.

If you participate in the Commonwealth of Virginia 457 Deferred Compensation Plan, you can request a lump-sum payment, a periodic distribution or a combination of these methods upon retiring or leaving employment.

### **Diversification**

The practice of investing in multiple asset classes and securities with different risk characteristics to reduce the risk of owning any single investment. Using diversification as part of your investment strategy neither assures nor guarantees better performance and cannot protect against loss in declining markets.

**Employer Contributions**

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Your employer makes a separate contribution to VRS toward funding current and future benefits for all covered employees. Members are not eligible for a refund of the separate employer contribution.

Your employer also contributes a mandatory 1% of your creditable compensation each month to the Hybrid 401(a) Cash Match Plan under the defined contribution component as well as matching contributions if you make additional voluntary contributions through the Hybrid 457 Deferred Compensation Plan.

**Form 1099-R**

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After you retire, you will receive a 1099-R form from VRS each January for the previous year's benefit payments and tax withholdings. You will file this form with your income tax returns.

**Full-Time Employment**

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Full-time employment is typically 40 hours a week. Thirty-two hours a week is considered the minimum number for full-time employment. Employers, not VRS, classify positions as full time or part time and define the hours applicable to each classification.

**Hybrid 401(a) Cash Match Plan**

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The Hybrid 401(a) Cash Match Plan is a defined contribution plan provided through the defined contribution component. Member and employer mandatory contributions and employer matching contributions are deposited to this plan.

**Hybrid 457 Deferred Compensation Plan**

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The Hybrid 457 Deferred Compensation Plan is a tax-deferred savings plan provided through the defined contribution component. Member voluntary contributions are deposited to this plan.

**Hybrid Retirement Plan**

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You are covered under the Hybrid Retirement Plan if your membership date is on or after January 1, 2014. This includes judges elected or appointed to an original term on or after January 1, 2014, regardless if vested in VRS Plan 1 or VRS Plan 2. You are not eligible to participate in the hybrid plan if you are a member of SPORS, VaLORS or an employee of a political subdivision covered by enhanced benefits for hazardous duty employees or the hazardous duty alternate option.

**Imputed Income**

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Imputed income is based on the cost of life insurance in excess of \$50,000, as determined by the Internal Revenue Service (IRS). It is subject to FICA and income taxes and reflected in your W-2 you receive from your employer. When you retire, VRS will deduct FICA taxes and report taxable or imputed income for as long as your group life insurance benefit exceeds \$50,000.

**Irrevocable Assignment**

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Irrevocable assignment means assigning your ownership rights in your life insurance coverage to another person or an entity, such as an eligible trust or charity. You cannot change this assignment once it is made.

<b>Major Chronic Condition</b>	A major chronic condition is a life-threatening health condition that exists over a prolonged period of time and is not expected to improve.
<b>Mandatory Employer Defined Benefit Contributions</b>	For the defined benefit component of your hybrid plan, your employer contributes an actuarially determined rate, on behalf of all covered employees.
<b>Mandatory Employer Defined Contributions</b>	For the defined contribution component of your hybrid plan, your employer contributes a mandatory 1% as well as matching contributions, up to 2.5%, on any voluntary contributions you make. You invest these contributions through your Hybrid 401(a) Cash Match Plan.
<b>Mandatory Retirement Distribution</b>	If you defer retirement under the defined benefit component and do not apply for retirement by April 1 following the calendar year in which you turn age 73, VRS will be required by law to begin paying you a monthly retirement benefit. If you do not submit a retirement application, you will receive the Basic Benefit. See Benefit Payout Options. If you are not vested, you will receive a refund of your defined benefit member contribution account balance, excluding any member contributions made by your employer to your account after July 1, 2010, and the interest on these contributions.
<b>Member Benefit Profile (MBP)</b>	The Member Benefit Profile is your annual online benefits statement. It is based on information your employer reports to VRS through June 30 of each year. You can view your MBP through your myVRS member online account.
<b>Member Contributions</b>	<p>You contribute a mandatory 4% of your creditable compensation each month to your member contribution account under the defined benefit component and a mandatory 1% of your creditable compensation each month to the Hybrid 401(a) Cash Match Plan under the defined contribution component.</p> <p>Your employer contributes a mandatory 1% of your creditable compensation as well as any matching contributions on voluntary contributions to your hybrid 401(a) plan. You can make voluntary contributions of up to 4% of your creditable compensation through the Hybrid 457 Deferred Compensation Plan.</p> <p>Your contributions are made on a pretax basis. You pay taxes only when you receive the money from your accounts as part of your retirement benefit, a refund or a distribution.</p>
<b>Membership Date</b>	Membership is based on the date you are first reported to VRS in a covered position. If you have previous VRS service but took a refund, your membership is the date you return to covered employment.

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**Member Voluntary Contributions**

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As a hybrid plan member, you have the opportunity to make voluntary contributions through the defined contribution component of your plan. You may contribute up to 4% of your creditable compensation, with a maximum employer match of 2.5%. You invest these contributions in the Hybrid 457 Deferred Compensation Plan. Contributions are tax-deferred until you leave or retire and withdraw your money from your plan. In addition, you may be able to contribute additional money to a supplemental defined contribution plan, if offered by your employer.

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**Net Investment Earnings**

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Net investment earnings represent gains and losses on contributions in your accounts under the defined contribution component.

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**Non-Covered Employment**

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Non-covered employment is a part-time position with a VRS-participating employer. Non-covered positions do not provide eligibility for benefits. Part-time positions typically require 80% or less of the hours of comparable full-time permanent positions. Some full-time positions may be considered non-covered if they are temporary and require 80% or less of the hours per year that would be considered full-time and permanent for that position. Note that some part-time permanent salaried state positions are covered under VRS.

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**Normal Retirement Age**

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Normal retirement age under the Hybrid Retirement Plan is your normal Social Security retirement age.

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**Order of Precedence**

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If there is no valid beneficiary designation on file or your beneficiary is deceased at the time of your death, VRS is required by law to pay benefits according to an order of precedence.

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**Part-Time Employment**

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Part-time employment is typically 80% or less of full-time employment. Employers, not VRS, classify positions as full time or part time and define the hours applicable to each classification.

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**Partial Lump-Sum Option Payment**

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You may elect the Partial Lump-Sum Option Payment (PLOP) with the Basic Benefit or Survivor Option. You may elect a PLOP if you work at least one year beyond the date you first become eligible for an unreduced retirement benefit. You can choose an amount equal to one, two or three times your annual retirement benefit amount, depending on how long you work beyond your unreduced retirement eligibility date. This amount is paid from your defined benefit member contribution account and reduces your monthly benefit.



## **Plan 1**

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You are covered under Plan 1 if your membership date is prior to July 1, 2010, and you were vested before January 1, 2013, and have not taken a refund. You are covered under Optional Retirement Plan 1 if you have an ORP membership date before July 1, 2010. If you have a pre-July 1, 2010, ORP account balance and moved to a defined benefit plan, you must have any combination of VRS service credit and/or ORP participation that totals five years as of January 1, 2013, to be considered a Plan 1 member.

## **Plan 2**

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You are covered under Plan 2 if your membership date is from July 1, 2010, to December 31, 2013, and you have not taken a refund. Additionally, you are covered under Plan 2 if you have a membership date prior to July 1, 2010, but you were not vested before January 1, 2013. You are covered under Optional Retirement Plan 2 if you have an ORP membership date on or after July 1, 2010. If you are a member covered under VaLORS, SPORS, or VRS with enhanced hazardous duty benefits or the hazardous duty alternate option under VRS and were hired on or after July 1, 2010, you are in Plan 2, even if your membership date is after December 31, 2013.

## **Plan Provisions**

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Plan provisions are the requirements that govern the plans or programs under which you are covered based on your current position and years of service.

## **Power of Attorney**

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Under a power of attorney, you can name someone as your agent to take actions on your behalf and in accordance with your wishes if you no longer can take care of your own affairs. To name an agent for VRS matters, submit a VRS Durable Power of Attorney (VRS-901).

## **Prior Service Credit**

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Eligible prior service includes federal and other public service, active duty military service, certain types of leave and VRS refunded service. If you have prior service, you may be eligible to purchase this service as credit in your plan. Prior service credit counts toward vesting in the defined benefit and defined contribution components, eligibility for retirement and eligibility for the health insurance credit, if offered by your employer.

## **Refund**

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A refund is a lump-sum payment of your defined benefit member contribution account balance under the defined benefit component. If you leave covered employment, you can request a refund. You will receive a full or partial refund based on whether or not you are vested or involuntarily separated from employment for causes other than job performance or misconduct. Taking a refund cancels your membership and eligibility for any future benefits. If you take a refund and then return to covered employment, you will be rehired under the current applicable plan.

<b>Refunded Service</b>	Service represented by a refund of member contributions and interest is called VRS refunded service. If members leave VRS-covered employment, take a refund and return to covered employment, they can purchase their refunded service and add it as credit toward their plan.
<b>Required Minimum Distribution</b>	A required minimum distribution will begin if you have not arranged to receive distributions from the Hybrid 401(a) Cash Match Plan, the Hybrid 457 Deferred Compensation Plan or the Commonwealth of Virginia 457 Deferred Compensation Plan (if you participate in this plan) by April 1 following the calendar year in which you turn age 73, or when you leave a position with an employer providing the plan, whichever is later.
<b>Retiree</b>	You are a retiree if you are no longer employed in a covered position and are receiving a VRS monthly retirement benefit through the defined benefit component.
<b>Retirement Benefit-Reduced</b>	You are eligible for a reduced benefit under the defined benefit component beginning at age 60 with at least five years of service credit.
<b>Retirement Benefit-Unreduced</b>	You are eligible for an unreduced benefit under the defined benefit component when you reach your normal Social Security retirement age and have at least five years of service credit or when your age and service credit equal at least 90 (Rule of 90). <b>Example:</b> Age 60 with 30 years of service credit.
<b>Retirement Date</b>	The effective date of retirement is the first of the month.
<b>Retirement Multiplier</b>	<p>The retirement multiplier under the defined benefit component of the Hybrid Retirement Plan is 1.0%. A retirement multiplier is a factor that determines how much of your average final compensation will be used to calculate your retirement benefit under the defined benefit component.</p> <p>If your membership date is before January 1, 2014, and you elected to transfer to the Hybrid Retirement Plan from the VRS Plan 1 or VRS Plan 2, service you earned, purchased or were granted before January 1, 2014, will be calculated using different retirement multipliers. Visit <a href="http://varetire.org">varetire.org</a> for more information about retirement multipliers for different VRS plans.</p>

**Rollover**

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A rollover is a contribution of a pretax lump-sum payment, such as a refund or a Partial Lump-Sum Option Payment (PLOP), to an Individual Retirement Account (IRA) or another qualified plan. A rollover allows you to defer income taxes until you withdraw the money from your plan.

**Service Credit**

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Service credit is credit for service earned as a VRS defined benefit member. Members earn service credit for each month they are reported in a covered position. Service credit also may include credit for prior service a member may have purchased or additional service credit granted by an employer. Service credit is one of the factors used to calculate the VRS retirement benefit under the defined benefit component and determine eligibility for retiree benefits.

**Survivor Option**

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The Survivor Option is one of the benefit payout options available at retirement under the defined benefit component. Under the Survivor Option, you elect to continue a monthly benefit to a survivor upon your death. If you work at least one year beyond your eligibility for an unreduced retirement, you can elect the Survivor Option with the Partial Lump-Sum Option Payment (PLOP). This option reduces your monthly benefit. You can name any living person as your survivor; you also can name more than one survivor.

**Vesting – Defined Benefit Component**

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You become vested in the defined benefit component when you have at least five years (60 months) of service credit. Vesting is the minimum length of service needed to qualify for a retirement benefit, if you meet the age and service requirements for your plan. If you leave employment, you can request a refund of your defined benefit member contributions and interest; you must be vested to receive any member contributions made by your employer after July 1, 2010, and the interest on these contributions, unless you are involuntarily separated for causes other than job performance or misconduct.

**Vesting – Defined Contribution Component**

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You become fully vested in the employer contributions and net investment earnings on employer contributions in the Hybrid 401(a) Cash Match Plan when you have four years of service credit; Vesting in the Hybrid 457 Deferred Compensation Plan is immediate. Upon retiring or leaving employment, you can withdraw 100% of your hybrid 457 plan account balance.

## ABOUT VRS

**Plan:** The Virginia Retirement System (VRS) is administered based on the plan year July 1 to June 30. VRS is governed by the provisions of Title 51.1 of the *Code of Virginia* and other applicable law. Changes to the law can be made only by an act of the General Assembly.

**Administration:** VRS is an independent state agency. As provided under the *Constitution of Virginia*, VRS funds are separate from other state funds and can be used only to administer and pay benefits for members, retirees and beneficiaries. The Board of Trustees administers and is trustee of the funds of the Virginia Retirement System Trust, including Plan 1, Plan 2, the defined benefit component of the Hybrid Retirement Plan, and Plan 1 and Plan 2 hazardous duty benefits for political subdivision employees; the State Police Officers' Retirement System Trust, including Plan 1 and Plan 2; the Virginia Law Officers' Retirement System Trust, including Plan 1 and Plan 2; the Judicial Retirement System Trust, including Plan 1 and Plan 2, and the defined benefit component of the Hybrid Retirement Plan for judges; the Virginia Sickness and Disability Program (VSDP) Trust for state employees, including VSDP long-term care; the Virginia Local Disability Program (VLDP) Trust for eligible school division and political subdivision employees, including VLDP long-term care; a disability retirement option for certain members not covered under VSDP or VLDP; the Hybrid 457 Deferred Compensation Plan; the Hybrid 401(a) Cash Match Plan; the Optional Retirement Plan for Political Appointees, the Optional Retirement Plan for School Superintendents, the Optional Retirement Plan for Employees of Higher Education; the Commonwealth of Virginia 457 Deferred Compensation Plan; the Virginia Cash Match Plan; the Virginia Supplemental Retirement Plan; the Group Life Insurance Program; the Retiree Health Insurance Credit Program; and the Line of Duty Death and Health Benefits Trust Fund.

In addition, the Board administers or has substantial oversight responsibilities for the Benefit Restoration Plan, the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program, and the Volunteer Firefighters' and Rescue Squad Workers' Service Award Fund Program, as well as benefit eligibility determinations under the Line of Duty Act in Title 9.1 of the *Code of Virginia*.

Nine members serve on the VRS Board of Trustees. Their appointment is shared between the executive and legislative branches of state government. The Governor appoints five members, including the chairman. The Joint Rules Committee of the Virginia General Assembly appoints four members. The General Assembly confirms all appointments. Of the nine Board members, four must be investment experts; one must be experienced in employee benefit plans; one must be a local government employee; one must be an employee of a Virginia public institution of higher education; one must be a state employee; and one must be a public school teacher. The public employee members may be active or retired.

The Board appoints the director of the Virginia Retirement System, who serves as chief administrative officer, as well as the chief investment officer and the internal audit director.

Visit [varetire.org/about](https://varetire.org/about) for a current listing of VRS executive staff and the individual members who serve on the Board of Trustees.

**Employees Eligible for Membership:** Membership in VRS is automatic with employment in a covered position. Covered employment is a full-time permanent, salaried position with a VRS-participating employer. Some part-time permanent, salaried state positions also are covered under VRS. Participating employers include state agencies, public colleges and universities, local public school divisions and political subdivisions that have elected to participate in VRS.

**VRS' Relationship With Employers:** VRS administers benefits on behalf of employers that participate in VRS. Employers are not agents of VRS nor do they act at the direction of VRS. A list of participating employers is available at [varetire.org](https://varetire.org).

## WANT TO LEARN MORE ABOUT YOUR VRS BENEFITS?

Meet with a counselor at the VRS Retirement Counseling Center at 1111 East Main Street, Richmond, VA 23219. Sessions are held on a first-come, first-served basis with limited scheduled appointments available. The hours are 8:30 a.m. – 4 p.m., Tuesday and Wednesday. Go to [varetire.org/hybrid](https://varetire.org/hybrid) for directions to the center and the parking deck; the first hour of parking is free. You can also schedule a virtual one-on-one counseling appointment at [varetire.org/education](https://varetire.org/education).

Also, take advantage of free member education opportunities. Schedules and registration are available on the VRS website; select Education from the hybrid plan homepage. For Deferred Compensation Plan Regional Education Meetings, go to [varetire.org/DCP](https://varetire.org/DCP).





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