

CITY OF ALPENA  
STANDARD OPERATING POLICY

SUBJECT: Employee Retirement Estimates

SOP No.: 41

Date Issued: 9/19/2011

Effective Date: 9/19/2011

---

Copies to: All City Employees

---

**PURPOSE:**

The purpose of this policy is to establish guidelines for the costs and requests of retirement estimates.

**STATEMENT OF POLICY:**

Each city employee may request one estimate of their retirement pension benefits when they are preparing for an upcoming retirement that is no more than three years away. This will be at no cost to the employee. The written request should be made through the Clerk/Treasurer/Finance Director's office. The City also provides a final calculation after retirement.

If the employee wishes to have additional estimates of their retirement pension benefits, Gabriel, Roeder, Smith and Company, the City's Actuary, would provide the estimate at the employee's cost. The employee can request this estimate through the Clerk/Treasurer/Finance Director's office.

Due to the complicated calculations involved in a pension estimate involving a divorce, Gabriel, Roeder, Smith and Company, the City's Actuary, would calculate and provide the estimate. All costs associated with providing a retirement estimate for divorce purposes will be paid by the employee requesting the estimate unless otherwise directed by court order.

---

Thad N. Taylor, City Manager