

BOARD POLICY

Category: Board & General Administrative Matters

PROCEDURE FOR REVIEWING AMENDMENTS TO THE ALAMEDA-CONTRA COSTA TRANSIT DISTRICT RETIREMENT PLAN

I. PURPOSE

Periodically, usually as the result of labor negotiations, amendments to the District's Retirement Plan are required. No defined procedures exist to clarify the process for making these amendments. The purpose of this policy is to establish the procedures for the initiation, preparation, review and approval of amendments to the Retirement Plan.

II. PROCEDURES

1. The General Counsel will notify the District's retirement counsel of changes that need to be made to the Retirement Plan. A copy of the notice shall be provided to the Retirement System Manager for his/her information.
2. The District's retirement counsel will draft the initial Plan Amendment(s) and send it/them to the Retirement Board's counsel and the Retirement System Manager for their review. Counsel for the Retirement Board, or the Retirement System Manager shall provide comments to the District's retirement counsel and the General Counsel. Once the above parties are satisfied with the amendment(s) it/they will be sent by the General Counsel to the affected parties (appropriate bargaining unit(s), District staff). A time schedule for the receipt of comments back from the recipients shall be specified in the transmittal.
3. If any recipient of the amendment(s) has any changes or comments on the draft, they shall be provided in writing to the General Counsel and they will be circulated to the individuals identified in II.2, above. If needed, a meeting will take place to attempt to resolve any issues pertaining to the wording of the Plan Amendments. A meeting may not be required if everyone agrees to the proposed Amendments.

4. Once agreement on the Plan amendment(s) is achieved, the Retirement Board's counsel and the Retirement System Manager will be advised so that the amendment(s) can be placed on the next available Retirement Board agenda for consideration.
5. The Retirement System Manager shall advise the General Counsel of any determination by the Retirement Board. The General Counsel will forward the proposed amendment(s) to the appropriate Board Committee and the bargaining units that are affected by the proposed change.
6. After obtaining the recommendation of the appropriate District Board Committee, the General Counsel will schedule the consideration of the amendment(s) by the Board of Directors. A copy of the staff memorandum and attachments shall be provided to the Retirement System Manager.