

**Instructions for Completing Form 6481
Employer Request for Post-Determination of Bona Fide Promotion or Career Advancement**

IF YOU BELIEVE THE AMOUNT OF THE CREDITABLE COMPENSATION OR OTHER ACCOUNT INFORMATION ON THE FORM 7112 YOU RECEIVED IS INCORRECT,
PLEASE CONTACT AN ERCE REPRESENTATIVE at 1-888-696-8810

The following information is provided to assist you in completing the Form 6481 for determining whether an increase in an employee's creditable compensation greater than 10% is the result of a bona fide promotion or career advancement in accordance with KRS 61.598. *IMPORTANT: You must complete the Form 6481 in its entirety and provide supporting documentation, e.g., job descriptions, hourly or salary wage change documentation, employee grade level changes and personnel action forms. Failure to do so may result in a determination that any increase in creditable compensation greater than 10% WAS NOT the result of a bona fide promotion or career advancement.*

"Bona fide promotion or career advancement" means a professional advancement in substantially the same line of work held by the employee in the four (4) years immediately prior to the final five (5) fiscal years preceding retirement or a change in employment position based on the training, skills, education, or expertise of the employee that imposes a significant change in job duties and responsibilities to clearly justify the increased compensation to the member; . . . KRS 61.598(1)(a).

If you believe the employee's increase in creditable compensation greater than 10% was the direct result of a bona fide promotion or career advancement, you **must** provide an explanation and documentation. If you do not provide an explanation or documentation and no reporting information needs corrected then the notice will be considered valid and an invoice will follow. You do not have to submit this form if there was no bona fide promotion or career advancement.

The following are **not** bona fide promotions or career advancements without evidence of career advancement or change in position based on training, skills, education, or expertise that imposes a significant change in job duties:

- The employee was on leave without pay for any reason the year(s) prior to the year containing the increased creditable compensation;
- Overtime or compensatory time for which the employee was paid (except for lump sum payment of compensatory time paid at termination). The reason the employee worked overtime or compensatory time is not relevant;
- An increase in the number of hours the employee worked per day or number of contract days worked per year;
- Payment for alternate sick leave.

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This form should have the employer name, employer code, employee name, and employee's member id already entered.

New Hire/Rehire - Current Employee. Mark whether the employee was a new hire, rehire, or current employee of the employer during the fiscal year(s) of the increase in creditable compensation in question in which the promotion or career advancement took place.

Change/Hire Date. The Change/Hire Date is the date of the event that you believe is the bona fide promotion or career advancement occurred.

Predetermination Certification. The Certification data field on the first page of the Form 6481 is only required to be completed when Kentucky Public Pensions Authority has made a pre-determination, that the employee's annual increase in creditable compensation greater than ten percent (10%) would be the direct result of a bona fide promotion or career advancement. If Kentucky Public Pensions Authority has made a pre-determination, the Agency Head must execute the certification on the first page of the Form 6481 and attach a copy of Kentucky Public Pensions Authority's decision.

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You must complete page 2 of the Form 6481 **in its entirety** if you believe that the increase in the member's creditable compensation was the direct result of a bona fide promotion or career advancement.

IMPORTANT: You must submit the completed Form 6481 to Kentucky Public Pensions Authority within sixty (60) days of the date of notice on the Form 7111 - Employer Notification of Pension Spiking. Failure to timely submit the Form 6481 could result in waiver of the right to provide evidence that the increase in creditable compensation was due to a bona fide promotion or career advancement and you will be responsible for paying the actuarial cost.

Employee Information The Employee Information data field on the second page of the Form 6481 contains a question whether there were multiple years in which the employee experienced increases in creditable compensation greater than ten percent (10%), and if so, were each of these multiple years of increased creditable compensation greater than ten percent (10%) attributable to one promotion or career advancement.

Employee Job Description You must provide a detailed description of the employee's job duties prior to and after the event that you believe is a bona fide promotion or career advancement. You must attach the official job descriptions, provide a detailed description of the change(s) in the employee's job duties and responsibilities, and provide documentation of any additional training, expertise, certification, or education. Additionally, you must provide documentation of the date of the event that you believe was the bona fide promotion or career advancement such as a personnel action form, letter to the employee, board minutes, etc.

Certification The certification data field at the bottom of page two of the Form 6481 must be completed by the Agency Head or designee. ***IMPORTANT:*** Failure to complete the certification could result in rejection of the Form 6481 and waiver of the right to provide evidence that the increase in creditable compensation was due to a bona fide promotion or career advancement and you will be responsible for paying the actuarial cost.



Employer Request for Post-Determination of Bona Fide Promotion or Career Advancement

You may submit this form if you have received notice from Kentucky Public Pensions Authority of its determination of additional actuarial costs resulting from annual increases in the employee's creditable compensation greater than ten percent (10%) over the employee's last five (5) fiscal years of employment, and you want to request that Kentucky Public Pensions Authority make a determination as to whether or not the annual increases were attributable to a bona fide promotion or career advancement in accordance with KRS 61.598.

If Kentucky Public Pensions Authority determines that the annual increases were not attributable to a bona fide promotion or career advancement, the employee's last participating employer will be required to pay any additional actuarial costs resulting from annual increases in the employee's creditable compensation greater than ten percent (10%) over the employee's last five (5) fiscal years of employment.

Last Participating Employer Information

Employer:	Employer Code:
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Name of Employer Where Promotion or Career Advancement Occurred

Employer:	Employer Code:
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Employee Information

Please check one: <input type="checkbox"/> New Hire/Rehire <input type="checkbox"/> Current Employee	Member ID or SSN:
Name:	Change/Hire Date:



If you have already received a determination from Kentucky Public Pensions Authority that the employee's change of position or hiring would constitute a bona fide promotion or career advancement, you must submit this form with a copy of the Kentucky Public Pensions Authority's determination letter attached, and you must certify (if accurate) that the employee's annual increases greater than ten percent (10%) over the employee's last five (5) fiscal years of employment were due to the employer implementing the proposed change in position or hiring that was the basis of the Kentucky Public Pensions Authority's determination.

IF YOU MAKE THE CERTIFICATION BELOW, YOU DO NOT NEED TO COMPLETE THE REST OF THIS FORM.

IF THE CERTIFICATION BELOW DOES NOT APPLY, COMPLETE THE REST OF THIS FORM AND THE CERTIFICATIONS ON THE FOLLOWING PAGE.

Certification

I hereby certify that the employee's annual increases greater than ten percent (10%) over the employee's last five (5) fiscal years of employment were due to the employer implementing the proposed change in position or hiring that was the basis of the Public Pensions Authority's determination.

Agency Head Signature: _____ Date: _____

Agency Head Printed Name: _____ Date: _____

Last Participating Employer Information

Employer:	Employer Code:
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Employee Information

Name:	Member ID or SSN:
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If there were multiple years in which the employee experienced increases in creditable compensation greater than 10%, are all increases in creditable compensation greater than 10% attributable to one promotion or career advancement? Yes No

If you checked "Yes", please sign the certification below. If you checked "No", attach information explaining each of the increases greater than 10%.

Certification

I hereby certify that all of the employee's increases in creditable compensation greater than 10% are attributable to one promotion or career advancement. This information is provided below.

Agency Head Signature: _____ Date: _____

Agency Head Printed Name: _____ Date: _____

Complete the following section based on the employee's job description prior to promotion or career advancement (if the employee was a new hire/rehire, provide information about the employee's prior job).

Employee's job title prior to promotion or career advancement:

Describe the employee's job duties prior to promotion or career advancement. Please attach a job description if available.

Complete the following section based on the employee's job description after promotion or career advancement.

Employee's job title after promotion or career advancement:

Describe the employee's job duties after promotion or career advancement. Please attach a job description if available.

Describe any additional training, skills, education, or expertise gained by the employee to justify the promotion or career advancement. Please attach documentation if applicable.

If applicable, attach an organizational chart reflecting the employee's position both prior to and after promotion or career advancement. Provide any additional information that you would like to be considered by Kentucky Public Pensions Authority regarding the employee's promotion or career advancement. You may attach additional documentation if

Certification

I hereby certify that the above information is correct and accurately describes the employee's job descriptions both prior to and after promotion or career advancement. If the employee was a new hire/rehire, I certify that I have made a diligent effort to determine the employee's prior job description, and I certify that the employee's current job description is accurate to the best of my knowledge. I understand that Kentucky Public Pensions Authority may request that I testify at an administrative hearing as to the matters described herein.

Agency Head Signature: _____ Date: _____

Agency Head Printed Name: _____ Date: _____