



11125 River Run Blvd  
 Bakersfield, CA 93311  
 661.381.7700  
 www.kcera.org

## Special Pay Code Request Form

Before implementing a new special pay code on your biweekly transmittal to KCERA, complete Sections 1, 2 & 3 below and submit this form and required attachments to KCERA via fax (661-381-7799) or email (legal@kcera.org). KCERA must enter the new pay code into its pension administration system *before* importing your transmittal. Requests must be made by an authorized plan sponsor representative. *A new special pay code remains non-pensionable until the KCERA CEO or Board of Retirement designates the pay code(s) as pensionable.*

### SECTION 1 – PLAN SPONSOR INFORMATION

Plan Sponsor Name	Plan Sponsor Representative
Phone Number	Date

### SECTION 2 – SPECIAL PAY CODE INFORMATION

New Pay Code	% of Base Pay or Fixed Amount
Current Pay Period	Pay Period Start Date
Description, Purpose and Applicability of Pay Code: (include separate attachment, if needed)	

### SECTION 3 – ADDITIONAL DOCUMENTATION

Please provide a copy of the approved MOU or other document(s) authorizing the new pay code.

If applicable, please provide written documentation detailing the job functions Associated with the new pay code and how often these functions will be performed?

Is the pay applicable to specific *job classifications* or can *any employee* within the Department receive the pay? If the pay is limited by job classification, please provide a list of eligible job classifications.

Job Classification(s)  
 Any Employee

### SECTION 4 – PENSIONABILITY OF SPECIAL PAY (to be completed by KCERA)

Pensionable  <input type="checkbox"/> Legacy <input type="checkbox"/> PEPR	Non-pensionable  <input type="checkbox"/> Legacy <input type="checkbox"/> PEPR
KCERA Chief Executive Officer Approval:  _____ Date: _____ Dominic D. Brown	