



## NMERB Retiree Return to Work (RTW) Application Checklist Updated 5/20/2020

Effective May 20, 2020, three Return to Work Options for NMERB Retirees that will not require suspension of the NMERB pension are explained below. Alternative Retirement Plan (ARP) participants are also required to complete the following action steps.

**Note:** Retirees currently working as RTW or .25 FTE with an approved NMERB Application who wish to continue in their current option do not need to take any action.

There are three methods of returning to work after retiring under the NMERB or ARP:

- NMERB Retiree Return to Work Program (RTW) after 12 consecutive month layout
  - RTW employees and UNM must make nonrefundable contributions to the NMERB pension fund
- NMERB Retiree working .25 FTE or less
  - Neither the RTW employee nor UNM make contributions to the NMERB pension fund
- (NEW) NMERB Retiree earning less than \$15,000 after 90-day layout period
  - Neither the RTW employee nor UNM make contributions to the NMERB pension fund
  - A new application is required for retirees who wish to switch from .25 FTE and move to less than \$15,000 per year earnings.

NMERB approval is required **prior** to returning to work under any of the above methods. Below are the steps for applying to return to work:

1. Complete the [NMERB Return-To-Work Application](#), including Section 1
  - a. Note: The application above is “fillable”. Information can be typed into the form.
2. Submit the application to NMERB for approval:
  - a. **Mail:** NMERB, P.O. Box 26129 Santa Fe, NM 87502-0129, or
  - b. **Fax:** 505-827-1855
3. Allow for mail time and 7-9 business days for NMERB processing
4. If approved, NMERB will mail the approval to the retiree’s address on file
5. Upon receiving the NMERB-approved version of the application in the mail, retirees must submit a copy to UNM Payroll *prior to returning to work*:
  - a. **Fax:** 505-277-9325
  - b. **Mail:** UNM Payroll Department, MSC01 1230, 1 University of New Mexico, Albuquerque, NM 87131
  - c. **Drop:** Lock box at Payroll, UNM Business Center, 1700 Lomas Blvd. NE, Suite 3500, 3<sup>rd</sup> Floor

For more details about SB 111 and these changes, view the [NMERB’s Return to Work Information](#), or email [Member.Help@state.nm.us](mailto:Member.Help@state.nm.us), call 1-866-691-2345, or visit [www.nmerb.org](http://www.nmerb.org).