



Employees Eligible to Enroll in TMRS

FOR CITIES

For an employee to be eligible to participate in TMRS, the TMRS Act defines an “employee” very differently than how the term is commonly used by cities. For example, the Act does not include a definition of a “full” or “part” time employee. Just because a city refers to an individual as an employee, does not mean that the individual can be enrolled as a TMRS member.

Instead, the TMRS Act defines “employee” by focusing on an individual’s **position** and **the number of hours of service per year that the position normally requires**. If a position normally requires at least 1,000 hours per year, then the individual filling that position must be enrolled as a TMRS member.

If an individual works in a position that does not normally require at least 1,000 hours per year, that individual is not eligible to be enrolled as a TMRS member.

Eligibility is based on the number of hours a position normally requires and is not based on how many hours the individual in the position may actually work in a year.

So, here’s what a city needs to do:

- All positions should be evaluated to determine if the position normally requires at least 1,000 hours per year and periodically reevaluated to make sure the initial evaluation is still correct or whether the position should be recharacterized going forward.
- If the city determines that a position **does** normally require at least 1,000 hours per year, then any individual hired to fill that position must be enrolled as a TMRS member.
- If the city determines that a position **does not** normally require at least 1,000 hours per year, then any individual hired to fill that position cannot be enrolled as a TMRS member.
- An individual in a position that normally requires at least 1,000 hours per year cannot decline to participate in TMRS.

If you have any questions about whether an individual must be enrolled in TMRS, contact the TMRS City Services department at cityservices@tmrs.com.

Member Service Center

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