



# MEMORANDUM

of the

## OKLAHOMA CITY EMPLOYEE RETIREMENT SYSTEM

ERS Agenda  
Item No. XI. D.  
5/9/2024

TO: Chairman and Board Members

FROM: Jeanna Jordan, Retirement System Manager

Amendment to Personal Service Contract with Mary Ellen Layton to align with current policies for management employees of the City.

### **Background:**

Over the years, policies have been updated by the City. The Personal Service Contract has not been updated and is not consistent between all ERS staff. The amendment is needed to align the Personal Service Contract with current policies for City employees and to ensure consistency between the employees of ERS.

Updates include:

- Performance evaluations will occur annually on July 1<sup>st</sup> which aligns with management employees for the City.
- Clarifies prior service with the City without a break in service will be considered with ERS service for purposes of leave accrual rates and leave accrual maximums.
- Both City service and ERS service will be calculated to determine the years of creditable service for sick leave payment upon termination of employment.

**Recommendation:** Amendment be approved.