



EMPLOYER CERTIFICATION OF MEMBER ENROLLMENT

To be completed by an authorized employer representative

Ohio Revised Code 742.01 sets forth the eligibility requirements for individuals who are required to become a member of Ohio Police & Fire Pension Fund (OP&F). Before enrolling in OP&F, the employer should review the eligibility requirements and confirm that the individual meets these requirements for OP&F membership.

This form must be completed and submitted to OP&F no later than the last day of the month following the month wages are paid to the member.

Please include a copy of the appointment letter confirming full-time status for the member. In addition, for police officers, please submit a copy of the Ohio Peace Officers Training Commission Notice of Peace Officer Appointment form (SF400). For firefighters, please submit a copy of the certificate earned upon completion of the requisite firefighter training course.

This form must be completed and filed with OP&F for each new employee who is hired as a full-time police officer or firefighter in a position qualifying for enrollment in OP&F. This form must also be completed for employees who are rehired, reinstated, returning from lay-off, or re-employed retirees.

In addition to this form, Ohio law requires an employer to cause prospective members to undergo a physical examination in the form established by OP&F prior to his or her employment and, with limited exceptions, timely file the required documentation with OP&F. Otherwise, penalties and interest may be imposed against the employer. This Pre-Employment Physical (PEP) must be performed no later than the end of business on the employee's first day of full-time employment and no earlier than nine months prior to the employee's first day of full-time employment.

Also, please note that employers are required to have employees hired in positions not covered by Social Security complete Social Security form SSA-1945 and submit a copy to OP&F.

Section A: Employee information

Name: First, MI, Last, suffix (Jr. III, etc.)
Social Security number
Police officer
Firefighter

Section B: Employer information

Employer:
Employer Code

Street Address / Post office box

City, State, ZIP code

Employer phone
Fax
Email address

## Section C: Certification of membership eligibility

In order to assist OP&F in determining the employee's eligibility for OP&F membership, please complete this section. OP&F reserves the right to reject membership or service credit at a later date as information becomes available.

**Employment Status**, check one of the following:

- New full-time       Rehired       Transfer from another OP&F-covered position  
 Return from lay-off       Re-employed retiree       Reinstated (attach copy of court order or arbitration)

**OP&F Membership Eligibility**, check one of the following:

**Full-time Police officer** Ohio Revised Code Section 742.01(A)(2)

OP&F membership is required for a full-time police officer who is employed by a municipal corporation, which includes any of the following:

- Any person who receives an original appointment as a full-time regular police officer in a police department of a municipal corporation from a duly-established civil service eligible list or pursuant to Ohio Revised Code (ORC) Section 124.411;
- Any person who is appointed pursuant to ORC Section 737.15 or 737.16 as a full-time regular police officer and is paid solely out of public funds of the employed municipal corporation; or
- Any person who commences employment on or after September 16, 1998, as a full-time police officer with a police department in a position in which the person is required to satisfactorily complete a peace officer training course in compliance with ORC Section 109.77.

**Please submit a copy of the OPOTC Notice of Peace Officer Appointment (SF400).**

**Full-time Firefighter** Ohio Revised Code Section 742.01(B)(2)

OP&F membership is required for a full-time firefighter who is employed by a fire department of the state, instrumentality of the state, or of a municipal corporation, township, joint fire district or other political subdivision in a position in which he or she is required to satisfactorily complete, or to have satisfactorily completed, a firefighter training course approved under former ORC Section 3303.07 or Section 4765.55, or conducted under ORC Section 3737.33.

**Please submit a copy of the certificate earned upon completion of the requisite training course.**

\_\_\_\_\_  
(month/day/year)

Date employee began or will begin working for pay as a full-time police officer or firefighter (use current start date). **Please attach a copy of the appointment letter confirming full-time status for the member.**

\_\_\_\_\_  
(pay rate)

Member's initial hourly or yearly salary rate (please specify)

\_\_\_\_\_  
(A, B, C or D)

Payroll reporting pick-up plan (A, B, C or D) that the member contributions will be submitted on the *Report of Retirement Deductions*.

**Pay frequency**, (check one):

- Weekly       Bi-weekly (*every two weeks*)       Semi-monthly (*twice per month*)       Monthly

**Platoon System** Ohio Administrative Code 742-5-03 (A)(2)(b)

For a platoon system (i.e., twenty-four hours then followed by forty-eight hours off), a member has been compensated for working (including paid leave) a minimum of forty-five hours for each week included in any normal monthly payroll reporting period.

## Section D: Employer Certification

I hereby certify that the employee named in Section A of this form meets the eligibility criteria for the Ohio Police & Fire Pension Fund as provided by law and that all the statements made herein are true and correct to the best of my knowledge.

Signature of authorized employer representative

Date of signature

Print name

Title