



EXECUTIVE ORDER  
**RETIREMENT INCENTIVE OPTION FOR MUNICIPAL  
EMPLOYEES**

EO No.

EO 1-54

Effective Date:

Upon Approval

**1. PREFACE**

The purpose of this executive order is to provide a voluntary retirement incentive option for municipal employees, which would allow eligible employees to realize financial savings on their health benefits during the time period the option is available to the employees.

**2. SCOPE**

This executive order applies to all City departments. This order does not apply to classified employees.

**3. DEFINITIONS**

Eligible employee: Municipal Employee that is deemed eligible to retire under the Houston Municipal Employee Pension System guidelines and not Medicare eligible.

Irrevocable election: A voluntary, unretractable written notification of the employee's desire to retire from employment with the City of Houston.

**4. GENERAL PROVISIONS**

4.1. Responsibilities

4.1.1. The Mayor shall be responsible for determining:

4.1.1.1. each time this option is available to municipal employees; and/or

4.1.1.2. the enrollment period for this option, if any.

4.1.2. The Human Resources (HR) Department shall be responsible for developing and implementing procedures for this retirement option.

4.1.3. Employees utilizing this option shall be responsible for verifying their retirement eligibility with the Houston Municipal Employees Pension System.

4.2. Requirements

4.2.1. The municipal employees utilizing this retirement option must:

4.2.1.1. be eligible to retire during the enrollment period, if any; and

4.2.1.2. no later than thirty (30) days prior to the effective date the employee will vacate the position, submit the Retirement Incentive Option Plan Application and the Retirement Benefits Election Form(s) to the HR Department Benefits Division.

Approved:

Handwritten signature of Sylvester Turner.

Date Approved:

4/2/2021

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- 4.2.2. Departments whose municipal employee elect this retirement option shall be required to delimit the incumbent's position from the department's operating budget, unless an exception is granted by the Mayor.
- 4.2.3. Employees utilizing this option shall be allowed to retire and the City shall subsidize their benefits election(s) according to the health benefits subsidy chart in Section 6. The Mayor has the discretion to revise the health benefits subsidy chart. However, any revisions would only apply to new applicants approved to participate.

## **5. RELATED DOCUMENTS AND INFORMATION**

- Retirement Incentive Option Plan Application
- Retirement Option Benefits Election Form(s)
  - COH Benefits Non-Medicare Eligible Retiree/Survivor Medical/Dental/Vision Form
  - Retiree Basic Life Insurance Form
  - COH Benefits Tobacco Usage Discount Form

## **6. APPENDICES**

- Health Benefits Subsidy Chart