

Woodland Hills Operations Policy and Procedure

TITLE	POLICY NUMBER-ADOPTED
Ineligibility of Elected Officials for Utah Retirement Systems (URS) Participation	2025-01 Sept. 9, 2025

PURPOSE: To establish a clear and consistent policy regarding the eligibility of elected officials of Woodland Hills City for participation in the Utah Retirement Systems (URS) Tier I and Tier II retirement plans.

Policy

Pursuant to Utah Code § 49 and guidance from the Utah Retirement Systems, elected officials of Woodland Hills City do not qualify for and shall not be enrolled in Tier I or Tier II retirement plans administered by URS.

This policy affirms that elected officials are excluded from URS participation. unless:

- They are otherwise qualified through prior service credit,
- They meet the definition of a “regular full-time employee” under URS rules, and
- Their position is not considered exempt from coverage under URS guidelines.

Scope

This policy applies to:

- All individuals elected to municipal office in Woodland Hills City, including but not limited to the Mayor and City Council Members.
- This policy does not apply to appointed or hired staff who meet URS eligibility requirements.

Background & Authority

Under state law and URS regulations:

- Elected officials are generally considered part-time employees and are not eligible for URS retirement benefits.
- URS has issued guidance and rulings confirming that elected officials do not automatically qualify for retirement benefits solely based on their elected status.
- This policy ensures compliance with URS rules and avoids potential liability for improper enrollment or contributions.

Enforcement

The City Recorder and/or City Treasurer shall ensure that:

- No elected official is enrolled in a URS retirement plan unless explicitly qualified.
- Annual reviews are conducted to confirm compliance.
- Any URS inquiries regarding elected officials are addressed in coordination with URS directly.

References

- Utah Code § 49
 - Utah Retirement Systems Employer Guide
 - URS Coverage Participation Agreements
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