



Police Pension Plan Deferred Retirement Option Program (DROP) Selection Process

Submission of Interest of Participation Form

- Interested participants will submit form to the pgcpolicedrop@co.pg.md.us email address
- For the months of April and May the deadline has been extended to April 15
 - The deadline to submit for June consider

How are participants selected?

- Employees are selected based on seniority and per the monthly enrollment limits
- Seniority is determined the Employee's Identification number
 - The Employee Identification number is not the same as the badge number
- The enrollment limits are as follows:
 - April 1, 2020, May 1, 2020, June 1, 2020 – 16 participants
 - No more than four (4) Lieutenants and four (4) Sergeants may enroll each month
 - July 1, 2020, thru December 1, 2020 (and all months following) – 8 participants
 - No more than two (2) Lieutenants and two (2) Sergeants may enroll each month

How will participants be notified of their selection?

- Pensions staff will review Interest of Participation Forms for eligibility.
- Participants will be notified of selection for April and May enrollments by email via the PGC Police DROP email account by April 16.
- Submission of the Interest of Participation Form is non-binding, once contacted the employee has a right to decline participation.
 - If this occurs the slot will be offered to the next senior applicant in that ranking category.
 - Declining to participate does not disqualify the employee from participating at a later date.
- Appointments for April 1 enrollment will be scheduled between April 18 and April 23.
 - Appointments for May 1 enrollment will be scheduled between April 27 and May 1.

Next Steps

- Selected employees will schedule an appointment with an Analyst in the Pensions Division.
 - Appointments for April 1 enrollment will be scheduled between April 18 and April 23.

- Appointments for May 1 enrollment will be scheduled between April 27 and May 1.
 - Given the initial volume for April and May meetings three analysts will be available for appointments.
- During the appointment, employees will complete the official Application for Enrollment and Designation of Beneficiary Form.
 - Once the Application for Enrollment has been signed and submitted, the decision to participate in the DROP is irrevocable.
 - If the employee wishes to prematurely exit the DROP, they must terminate employment.

Alternative:

- Selected employees will be sent the appropriate forms for completion via the pgcpolicedrop@co.pg.md.us email address.
 - Applications for April 1 enrollments will be sent between April 18 and April 23.
 - Applications for May 1 enrollments will be sent between April 27 and May 1.
- Employees are expected to complete the official Application for Enrollment and Designation of Beneficiary Form.
- All forms must be signed, notarized and emailed to the pgcpolicedrop@co.pg.md.us email address.
 - Once the Application for Enrollment has been signed and submitted, the decision to participate in the DROP is irrevocable.
 - If the employee wishes to prematurely exit the DROP, they must terminate employment.

Entry into PensionGold System

- Participants can only be entered in the month of their enrollment.
- The first 16 participants for entry in April will be entered by April 24.
- May 2020 participants will be entered into PensionGold by May 22.