

**Kentucky Retirement Systems**

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Form 6480

07/2013

Employer Request for Pre-Determination of Bona Fide Promotion or Career Advancement

You may submit this form to request that Kentucky Retirement Systems make a pre-determination as to whether or not a change in position or hiring of an employee would constitute a bona fide promotion or career advancement in accordance with KRS 61.598.

If Kentucky Retirement Systems determines that a change in position or hiring of an employee would not constitute a bona fide promotion or career advancement, the employee's last participating employer will be required upon the employee's retirement to pay any additional actuarial costs resulting from annual increases in the employee's creditable compensation greater than ten percent (10%) over the employee's last five (5) fiscal years of employment.

Employer Information

Employer:

Employer Code:

Employee InformationPlease check one: New Hire/Rehire Current Employee

Member ID or SSN:

Name:

Prospective Change/Hire Date:

Current Job Description: If a new hire or rehire, provide information about the employee's current or last held job.

Employee's current or last job title:

Describe the employee's current or last job duties. Please attach a job description if available:

Proposed Job Description

Employee's proposed job title:

Describe the employee's proposed job duties. Please attach a job description if available:

Describe any additional training, skills, education, or expertise gained by the employee or proposed employee to justify the promotion or career advancement. Please attach documentation if applicable.

If applicable, attach an organizational chart reflecting the employee's position both prior to and after promotion or career advancement. Provide any additional information that you would like to be considered by Kentucky Retirement Systems regarding the employee's promotion or career advancement. You may attach additional documentation if necessary.

Certification

I hereby certify that the above information is correct and accurately describes the employee's current and proposed job descriptions. If this request concerns a proposed employee, I certify that I have made a diligent effort to determine the proposed employee's current or last job description, and I certify that the proposed employee's current or last job description is accurate to the best of my knowledge. I understand that Kentucky Retirement Systems may request that I testify at an administrative hearing as to the matters described herein.

Agency Head Signature: _____

Date: _____

Agency Head Printed Name: _____

Date: _____