

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

1977 First-Class Officer (FCO) Certified Salary Process

This is an annual process in which employers participating in the 1977 Police Officers' & Firefighters' Pension & Disability Fund (1977 Fund) are required by statute to submit salary information to INPRS. This must be done by January 1 of each year.

You are notified in November and early December about this requirement. In December they are provided with an email that includes their last First-Class Officer (FCO) Salary submission which is used by INPRS to compare salaries according to the Submission Requirements included in this quick reference guide (QRG).

1977 FCO Certified Salary Process

- Employer Notifications
- Employer Submission Requirements
- Employer Submission
 - Online (Electronic) Form

Employer Notifications

Table 1: Employer Notifications

Timeframe	Notice
November	Article about the upcoming 1977 Fund FCO Certified Salary submission is featured in the Employer Newsletter. This newsletter is sent out the 4th week of the month.
	In ERM <i>Notifications</i> in the <i>Home Dashboard</i> of 1977 Employers. Brief explanation of upcoming communications and deadlines for FCO salary submission.
	Email sent to the 1977 Fund Employers to notify them of upcoming deadline (January 1) and when the email with the last submitted FCO salary information to be used in the upcoming January 1 submission.
First week in December	Email notice to 1977 Fund Employers with instructions and links to the online form for the January 1 submission. Email includes most recent 1977 Fund First-Class Officer (FCO) Certified Salary submissions. * Deadline for submission is January 1.
After January 1	Employer Advocate (EA) Team sends emails to all Employers who have not submitted the FCO certified salary information to date. This generally occurs in February.
After January 1 and following email contact	EA Team calls all Employers who have not responded to the emails to date. This generally occurs in February.

Figure 1: ERM Home Dashboard, Notifications

Home Dashboard		Submission Unit : MUNCIE-POLICE DEPT		
Notifications				
Sent To	Title	Author	Date Received	Message
View Sent To List	2022 Payroll Calendars	MABARNES	11/2/2021	View
View Sent To List	New Certified Salary Document	MABARNES	11/4/2021	View

Figure 2: ERM Home Dashboard, Notifications, Message

Message
Attention all 1977 Fund Units! A NEW Certified Salary Form is currently being created. Please be on the lookout for more communication this month guides. Thank you Employer Advocate Team

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Employer Submission Requirements

Effective as of June 30, 2021

Base salary is no longer used (prior to July 1, 2021, the term was used in the definition of FCO salary). Rather, units are required to use the **highest nonpromoted salary plus longevity increases**.

Employer Submission

Online (Electronic) Form

1. As stated above, you received an email from INPRS in December titled, **INPRS Certified Salary Form and Instructions for Submission for 1977 Fund**, that includes instructions for accessing the [1977 Fund Certification of Salary for First-Class Police Officers and Firefighters online form](#) for completing and submitting your FCO salary information due by January 1.
2. The link is available on the [Administering PERF TRF and the 1977 Fund as Employer](#) page of the INPRS website as [Certify a First-Class Police Officer's Salary](#).

NOTE: All entries featuring a red asterisk (*) are required to be completed before you can proceed to the next screen. If not complete, a notice displays and the missing or skipped item(s) is/are highlighted for completion.

1977 Fund Certification of Salary Online Form for Police Officer and Firefighter Instructions

The *1977 Fund Certification of Salary for First-Class Police Officers and Firefighters online form* link is available on the [Employer Forms and Instructions](#) page of the INPRS website as [Certify a First-Class Police Officer's Salary](#). The link is included in the email notification INPRS sends to you at the beginning of the submission period.

Sequence of Screens

1. You have the option of submitting for (1) Police only, (2) Firefighters only, or (3) Both Police and Firefighters.
2. The sequence of the entry screens after Page 3 of 7 (Figure 5) are the **CERTIFICATION OF POLICE OFFICER SALARY** or **CERTIFICATION OF FIREFIGHTER SALARY** screen followed by the **I also need to submit for CERTIFICATION OF FIREFIGHTER SALARY** screen which only displays if **Do you need to submit a CERTIFICATION OF POLICE OFFICER SALARY** response was **Yes** on Page 3 of 7 (Figure 5).
3. The **AFFIDAVIT** screen displays regardless of whether (1) Police only, (2) Firefighters only, or (3) Both Police and Firefighters was chosen and completed.
4. Lastly the **SUCCESS** screen displays and by clicking **Submit** the online data is accepted and a confirmation email is sent to you.

INSTRUCTIONS

All units complete these screens and select the 1977 Fund Certification of Salary positions that they are submitting salary information.

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Figure 3: 1977 Fund Certification of Salary Online Form for Police Officers and Firefighters, INSTRUCTIONS

The screenshot shows the top section of a web form. It features the INPRS logo (Indiana Public Retirement System) on the left, which consists of a blue triangle with a yellow triangle inside it. To the right of the logo, the text reads: "1977 FUND CERTIFICATION OF SALARY FOR FIRST-CLASS POLICE OFFICERS AND FIREFIGHTERS (1/23)". Below this, contact information for the "1977 POLICE OFFICERS' & FIREFIGHTERS' PENSION & DISABILITY FUND" is provided: "One North Capitol Avenue, Suite 001 Indianapolis, IN 46204-2014 Fax: (317) 234-6692 E-mail: egpa@inprs.in.gov Web site: www.inprs.in.gov".

The main content area is titled "INSTRUCTIONS" and contains three numbered steps: "1. Before completing this form, you must read the GOVERNING LEGISLATION on the next page section of this form.", "2. This form must be returned to INPRS no later than January 1st.", and "3. This completed, signed, and dated form is submitted electronically." Below the instructions, there is a question: "Questions? Contact INPRS at (888) 876-2707 or by email at egpa@inprs.in.gov." At the bottom of the instructions section, there is a blue button labeled "Next" and a progress indicator showing "Page 1 of 7".

At the very bottom of the screenshot, there is a small note: "Never give out your password. [Report abuse](#)".

No entries are required on Page 1 of 7. You must read the instructions which include the deadline for submission of the form.


Click **Next** to proceed.

GOVERNING LEGISLATION

NOTE: All entries featuring a red asterisk (*) are required to be completed before you can proceed to the next screen.

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Figure 4: 1977 Fund Certification of Salary Online Form for Police Officers and Firefighters, GOVERNING LEGISLATION



1977 FUND CERTIFICATION OF SALARY FOR FIRST-CLASS POLICE OFFICERS AND FIREFIGHTERS (1/23)

* Required

GOVERNING LEGISLATION

IC 36-8-8-6.5 and 35 IAC 2-7-1 require that City Controllers and City Clerk-Treasurers certify annually, on or before January 1 each year, the salary of a first-class patrolman or firefighter for that calendar year. The information will be used in determining member and employer contributions, member retirements, and in auditing and posting accounts. It will also to aid in identifying proper withholdings and payments.

This certified salary is the "salary of a first class patrolman or first class firefighter." Prior to SEA 396 passing in 2021, the definition of "salary of a first class patrolman or first class firefighter" was defined as:

base salary of a patrolman or firefighter plus all longevity increases, if provided by the employer, for service of twenty (20) years or less but does not include remuneration or allowances for fringe benefits, incentive pay, holiday pay, insurance, clothing, automobiles, firearms, education, overtime, or compensatory time off.

In 2021, the definition was amended to:

the highest nonpromoted salary of a patrolman or firefighter plus all longevity increases, if provided by the employer, for:

- (1) service of not more than twenty (20) years; or
- (2) service of more than twenty (20) years but less than twenty-five (25) years if provided as a result of the meet and confer process under IC 36-8-22;

but does not include remuneration or allowances for fringe benefits, incentive pay, holiday pay, insurance, clothing, automobiles, firearms, education, overtime, or compensatory time off.

1. The new definition requires a *highest nonpromoted* salary, instead of simply referring to a *base* salary. The second change is to the amount of longevity pay that is included in the salary. The new definition allows longevity of up to twenty years of service while the new definition includes the same thing, but also provides another option. The other option available under the new definition is, if a unit follows the meet and confer process in the above-cited statute, longevity of 20 years to less than 25 years is includable.

Additionally, SEA 396 added a new provision to IC 36-8-8-3. IC 36-8-8-3(d) specifies that if a unit gives longevity increases, the amount of the longevity increases given in one year must be greater than or equal to what was provided in the previous year. Through changes made by SEA 396 in 2021, IC 36-8-8-6.5 now requires that if the system board requests that an employer submit the salary of a first-class patrolman or first-class firefighter, the employer must submit the requested salary to the system board not more than thirty (30) days after the system board makes the request. Further, if the employer substantially increases the salary of a first-class patrolman or first-class firefighter, the system board may require the employer to at least maintain that salary to avoid a negative fiscal impact.

*

I confirm that I read this page and would like to continue with the Certification.

Yes

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You are required to read the GOVERNING LEGISLATION section of the online form.

You must click the **Yes** radio button to proceed.

Click **Next** to proceed.

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Do you need to submit a CERTIFICATION OF POLICE OFFICER SALARY?

Figure 5: 1977 Fund Certified Salary Online Form for Police Officers and Firefighters, Do you need to submit . . .

Table 2: 1977 Fund Certified Salary Online Form for Police Officers and Firefighters, Do you need to submit . . .

#	Field	Explanation
2	Do you need to submit a CERTIFICATION OF POLICE OFFICER SALARY?	Select one. Yes , if this submission is for BOTH Police Officer and Firefighter Certified Salaries. No if this submission is only for the Firefighter Certified Salary.


Click **Next** to proceed.

If answered Item 2 with **No** proceed to [1977 Fund Certification of Salary Online Form for Firefighters](#). Otherwise, continue to the [1977 Fund Certification of Salary Online Form for Police Officers](#).

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

1977 Fund Certification of Salary Online Form for Police Officers

Figure 6: 1977 Fund Certification of Salary Online Form for Police Officers, CERTIFICATION OF POLICE OFFICER SALARY, View 1



1977 FUND CERTIFICATION OF SALARY FOR FIRST-CLASS POLICE OFFICERS AND FIREFIGHTERS (1/23)

* Required

CERTIFICATION OF POLICE OFFICER SALARY

3. Police Sub-Unit Number *

7 Digits

The value must be a number

4. Police Sub-Unit Name *

Enter your answer

5. For the Calendar year (Police) *

2023

6. If this is a **revision** to the current year's Police salary, please enter the effective date the salary should change:
Please use MM/DD/YYYY format

Enter your answer

7. The City/Town has established the following to be the **highest nonpromoted salary** of a first-class officer \$ _____ *

The value must be a number

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Figure 7: 1977 Fund Certification of Salary Online Form for Police Officers, CERTIFICATION OF POLICE OFFICER SALARY, View 2

8. For officers, the maximum longevity pay is for *

twenty (20) years

less than twenty-five (25) years if done through the meet and confer process contained within IC 36-8-22

9. Longevity pay for an officer is provided in the amount of \$_____. *

The value must be a number

10. Highest nonpromoted salary **plus** longevity pay for an officer, totaling \$_____ will be used as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with IC 36-8-1-11 and IC 36-8-8-6.5. *

The value must be a number

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Table 3: 1977 Fund Certification of Salary Online Form for Police Officers, CERTIFICATION OF POLICE OFFICER SALARY

#	Field	Explanation
CERTIFICATION OF POLICE OFFICER SALARY		
3	Police Sub-Unit Number	Enter the sub-unit number for the police sub unit recognized by INPRS
4	Police Sub-Unit Name	Enter the sub-unit name that corresponds with the sub-unit number in item 4.
5	For the Calendar Year (Police)	Select the year from the drop-down list provided
6	If this is a revision to the current year's Police salary, please enter the effective date the salary should change:	Only enter the date if this is a revision/adjustment. Do not enter a date if this is your annual submission for the upcoming year. Use MM/DD/YYYY format. If this is a revision/adjustment, the dollar amounts entered on this screen are the revision/adjustment not the annual submission for the upcoming year.
7	City/Town has established the following to be the highest nonpromoted salary of a first-class officer \$_____	Enter the highest nonpromoted salary of a first-class officer. Only digits, no characters allowed.
8	For officers, the maximum longevity pay is for	Select one. <ul style="list-style-type: none"> twenty (20) years

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

#	Field	Explanation
		<ul style="list-style-type: none"> less than twenty-five (25) years if done through the meet and confer process contained within IC 36-8-22
9	Longevity pay for an officer is provided in the amount of \$_____	Enter the longevity pay for an officer. Only digits, no characters allowed.
10	Highest nonpromoted salary plus longevity pay for an officer, totaling \$_____ will be used as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with IC 36-8-1-11 and IC 36-8-8-6.5.	Enter the total of the highest nonpromoted salary and the longevity pay for an officer. Only digits, no characters allowed.

Figure 8: 1977 Fund Certification of Salary Online Form for Police Officers, I also need to submit . . .

Table 4: 1977 Fund Certification of Salary Online Form for Police Officers, I also need to submit . . .

#	Field	Explanation
CERTIFICATION OF POLICE OFFICER SALARY		
11	I also need to submit for CERTIFICATION OF FIREFIGHTER SALARY	Select one Yes – if the Employer is to continue to enter firefighter information for this submission No – if the Employer is not going to submit firefighter information for this submission.

Click **Next** to continue.

If Item 11 response is **Yes**, continue to [1977 Fund Certification of Salary Online Form for Firefighters](#). If Item 11 answer is **No**, go to [1977 Fund Certification of Salary Online Form for Police Officer Affidavit](#).


The item numbers and Page counter numbers on the screen are according to the options chosen in previous screens but are the same items/screens.

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1977 Fund Certification of Salary Online Form for Police Officer Affidavit

The AFFIDAVIT pages for both the Police Officers and Firefighters contain the same entry fields; however, they are numbered according to what options have been selected on prior screens.

Figure 9: 1977 Fund Certification of Salary Online Form for Police Officers, AFFIDAVIT



1977 FUND CERTIFICATION OF SALARY FOR FIRST-CLASS POLICE OFFICERS AND FIREFIGHTERS (1/23)

* Required

AFFIDAVIT

By signing and submitting this form to INPRS, I am affirming that the information provided in this letter is current and correct. I also affirm that I have read and understand the Indiana Administrative Code (IAC) and Indiana Code (IC) references from the second page of this form.

12. Signature *(Must be signed by Clerk-Treasurer, Controller, or Trustee)* *

13. Title *

14. Telephone with area code *

15. City name *

16. Email address for submission *

You will receive a conformation email with the data completed in this form to the email address submitted below

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1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Table 5: 1977 Fund Certification of Salary Online Form for Police Officers, AFFIDAVIT

#	Field	Explanation
AFFIDAVIT		
By signing and submitting this form to INPRS, I am affirming that the information provided in this letter is current and correct. I also affirm that I have read and understand the Indiana Administrative Code (IAC) and Indiana Code (IC) references from the second page of this form.		
12	Signature	<i>Must be signed by Clerk-Treasurer, Controller, or Trustee</i>
13	Title	Enter the title of the signatory
14	Telephone with area code	Enter the telephone number for the signatory
15	City name	Enter the name of the city/town for the police officer submission
16	Email address for submission	Enter the email that INPRS should use to provide the confirmation. <i>You will receive a conformation email with the data completed in this form to the email address submitted below</i>


Click **Submit** if all information has been entered and the form is ready to submit. Next, proceed to [1977 Fund Certification of Salary Online Form for Police Officer and Firefighter Submission Success](#).



1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

1977 Fund Certification of Salary Online Form for Firefighters

Figure 10: 1977 Fund Certification of Salary Online Form for Firefighters, CERTIFICATION OF FIREFIGHTER SALARY, View 1



1977 FUND CERTIFICATION OF SALARY FOR FIRST-CLASS POLICE OFFICERS AND FIREFIGHTERS (1/23)

* Required

CERTIFICATION OF FIREFIGHTER SALARY

12. Fire Sub-Unit Number *

7 Digits

13. Fire Sub-Unit Name *

14. For the Calendar year (Fire) *

15. If this is a **revision** to the current year's Fire salary, please enter the effective date the salary should change: *

Please use MM/DD/YYYY format

16. The City/Town has established the following to be the **highest nonpromoted salary** of a first-class firefighter \$_____ *

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Figure 11: 1977 Fund Certification of Salary Online Form for Firefighters, CERTIFICATION OF FIREFIGHTER SALARY, View 2

17. For firefighters, the maximum longevity pay is for *

twenty (20) years

less than twenty-five (25) years if done through the meet and confer process contained within IC 36-8-22

18. Longevity pay for a firefighter is provided in the amount of \$_____. *

The value must be a number

19. Highest nonpromoted salary **plus** longevity pay for a firefighter, totaling \$_____ will be used as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with IC 36-8-1-11 and IC 36-8-8-6.5. *

The value must be a number

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Table 6: 1977 Fund Certification of Salary Online Form for Firefighters, CERTIFICATION OF FIREFIGHTER SALARY

#	Field	Explanation
CERTIFICATION OF FIREFIGHTER SALARY		
12	Fire Sub-Unit Number	Enter the sub-unit number for the fire sub unit recognized by INPRS
13	Fire Sub-Unit Name	Enter the sub-unit name that corresponds with the sub-unit number in item 4.
14	For the Calendar Year (Fire)	Select the year from the drop-down list provided
15	If this is a revision to the current year's Police salary, please enter the effective date the salary should change:	Only enter the date if this is a revision/adjustment. Do not enter a date if this is your annual submission for the upcoming year. Use MM/DD/YYYY format. If this is a revision/adjustment, the dollar amounts entered on this screen are the revision/adjustment not the annual submission for the upcoming year.
16	City/Town has established the following to be the highest nonpromoted salary of a first-class firefighter \$_____	Enter the highest nonpromoted salary of a first-class firefighter.
17	For firefighters, the maximum longevity pay is for	Select one. <ul style="list-style-type: none"> twenty (20) years

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

#	Field	Explanation
		<ul style="list-style-type: none"> less than twenty-five (25) years if done through the meet and confer process contained within IC 36-8-22
18	Longevity pay for a firefighter is provided in the amount of \$_____	Enter the longevity pay for a firefighter.
19	Highest nonpromoted salary plus longevity pay for a firefighter, totaling \$_____ will be used as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with IC 36-8-1-11 and IC 36-8-8-6.5.	Enter the total of the highest nonpromoted salary and the longevity pay for a firefighter.

Click **Next** to continue.

Figure 12: 1977 Fund Certification of Salary Online Form for Firefighters, AFFIDAVIT

1977 FUND CERTIFICATION OF SALARY FOR FIRST-CLASS POLICE OFFICERS AND FIREFIGHTERS (1/23)

* Required

AFFIDAVIT

By signing and submitting this form to INPRS, I am affirming that the information provided in this letter is current and correct. I also affirm that I have read and understand the Indiana Administrative Code (IAC) and Indiana Code (IC) references from the second page of this form.

20. Signature *(Must be signed by Clerk-Treasurer, Controller, or Trustee)* *

Enter your answer

21. Title *

Enter your answer

22. Telephone with area code *

Enter your answer

23. City name *

Enter your answer

24. Email address for submission *

You will receive a confirmation email with the data completed in this form to the email address submitted below

Enter your answer

Back
Submit
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1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Table 7: 1977 Fund Certification of Salary Online Form for Firefighters, AFFIDAVIT

#	Field	Explanation
AFFIDAVIT		
By signing and submitting this form to INPRS, I am affirming that the information provided in this letter is current and correct. I also affirm that I have read and understand the Indiana Administrative Code (IAC) and Indiana Code (IC) references from the second page of this form.		
20	Signature	<i>Must be signed by Clerk-Treasurer, Controller, or Trustee</i>
21	Title	Enter the title of the signatory
22	Telephone with area code	Enter the telephone number for the signatory
23	City name	Enter the name of the city/town for the police officer submission
24	Email address for submission	Enter the email that INPRS should use to provide the confirmation. <i>You will receive a confirmation email with the data completed in this form to the email address submitted below</i>

Click **Next** to continue.

1977 Fund Certification of Salary Online Form for Police Officer and Firefighter Submission Success

Figure 13: 1977 Fund Certification of Salary Online Form for Police Officers and Firefighters, Thanks!



The **Submit another response** link returns you to the *Instructions* page to begin another submission.

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Figure 14: SAMPLE Confirmation Email

Confirmation: Your Certification of Salary for Police Unit Number 9999, for 2023 was received. 🖨️ 📅 📧 🗑️

INPRS_Employer_Advocate_Team (EmployerAdvocateTeam@inprs.in.gov) Wed, Nov 2, 2022 1:13 pm

To: you [Details](#) ▾

Here are the details INPRS has on file for the Submitted Police Unit. Please contact us at (888) 876-2707 if you have any corrections or questions.

We certified that we read the Governing Legislation.

1. Police Sub Unit Number: 9999
2. Police Sub Unit Name: Tiny Town Municipal Police Department
3. For the Calendar Year: 2023
4. Highest nonpromoted salary of a first-class officer \$ 85000
5. The maximum longevity pay is for **twenty (20) years** . In the amount of \$ 15000
6. The highest nonpromoted salary plus longevity pay for an officer totaling \$ 100000 will be used as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with IC 36-8-1-11 and IC 36-8-8-6.5.

1. I confirm that the Certified Base Salary and Longevity Pay reported for May 14, 2021 is correct. **No, I need to make an adjustment. I understand that I must enter the dollar amount for each field on the next screen. Pressing the back button without that data will cause a system error and the form will not be submitted.**
2. If not correct, **Corrections:** The City/Town has established that the certified salary for an Officer as of May 14, 2021 is a base salary of \$84000
3. **Corrections:** Plus, maximum longevity pay for twenty (20) years is provided in the amount of \$14000
4. **Corrections:** These two sums totaling \$98000 will be used for officers as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with IC 36-8-1-11 and IC 36-8-8-6.5.

1. I understand that if the officer certified salary in effect on May 14, 2021 is higher than the certified salary I have submitted for the current year, then employer contributions, member contributions, and member retirement benefits will be based on the May 14, 2021 salary.
2. I understand that if officer longevity pay is increased during one year, that longevity pay cannot be reduced during the next year.

Affidavit was signed by Betty Boop (Clerk-Treasurer) on behalf of Tiny Town on 11/2/2022 5:13:23 PM.

Telephone number
3175551212
Email address for submission
TVwright@TinyTownMetropolitan