

CORRECTIONS OFFICER RETIREMENT PLAN (CORP)
LOCAL BOARD FOR THE JUDICIARY

**EMPLOYER INSTRUCTIONS FOR PROCESSING
NEW MEMBERS OF CORP**

These instructions are the procedures to be used when an employee is hired to fill a CORP designated position in Adult Probation or the Juvenile Court.

Any questions about these procedures should be addressed to the Local Board office by calling 602-452-3650 or sending an email to CORP@courts.az.gov.

STEP 1:

Have the employee complete a CORP Membership Form (Form C1) and submit the document to the Local Board via encrypted email to CORP@courts.az.gov or mail to:

CORP Local Board for the Judiciary
1501 West Washington Street, Suite 221
Phoenix, AZ 85007

The CORP Membership Form (Form C1) states that the form should be mailed to CORP at an address on Camelback Road in Phoenix, but the Local Board office also requires a copy for Local Board records. **Please send the Membership Form to the email or mailing address above for the CORP Local Board for the Judiciary.**

STEP 2:

Have the new employee complete a CORP Retiree Screening Form.

If the employee is NOT a retiree from the CORP retirement system, file the original form in your office as instructed on the form.

If the employee IS a retiree from the CORP retirement system, the employee must also complete a Notice of Retiree Return to Work form. As instructed on the Notice of Retiree Return to Work form, send a copy of the completed form to the CORP Local Board for the Judiciary at the address above.

Note: The employee must complete the Notice of Retiree Return to Work form even if they did not retire from an Administrative Office of the Courts or Superior Court CORP position (e.g., a retired DOC, ADJC, or Sheriff's Office employee) and the form must be sent to the CORP Local Board for the Judiciary.

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(Continued)**

STEP 3:

Notify the employee that they must complete a CORP Physical Exam. Give the employee information about how to obtain the physical exam (provider, location, etc.) and give them a CORP Local Board for the Judiciary exam form, along with a pre-addressed envelope to be used by the medical provider to return the completed exam form to the CORP Local Board office.

Note: If your county uses Concentra Clinics to conduct the physical exams, the clinics already have a supply of the forms and envelopes so it isn't necessary to give them to the employee.

Important! CORP Local Board for the Judiciary policy states that a new employee who terminated employment in a CORP position and reinstates (no matter how long the separation) is required to complete a new membership form and a new physical exam. This policy applies to all new employees who were CORP members in another county or with another CORP employer (a former Sheriff's Office, DOC, or ADJC employee).

To request a supply of exam forms and envelopes, please call the Local Board office at 602-452-3650 or email a request to: CORP@courts.az.gov

QUESTIONS ABOUT CORP?

The Local Board has staff to assist employers and members with any questions about CORP requirements, forms, and benefits. Contact the Local Board office at 602-452-3650 or by email at CORP@courts.az.gov for assistance.

Employers can also download all CORP forms directly from the Fund Manager's website at www.psprs.com – choose "Corrections Officers", then scroll down to the bottom of the page and select "Forms" under "Employers" in the left navigation panel.