

## **E-Signature Policy Adopted By Board**

Executive Assistants to Systems Heads and Sr. AGMs

The Retirement Board has adopted an E-Signature Policy consistent with the LADWP Electronic Signature Policy. Effective immediately, if your employee requests to apply or rescind their application for retirement, the Retirement Plan Office will accept electronic signature copies. A clear scan or photo of the document with wet signature(s) or an electronically signed form may be emailed to [retire@ladwp.com](mailto:retire@ladwp.com).

- For employees under 60 years old, regardless of years of service, the application/withdrawal form must be on letterhead and signed by both the employee and the Division Director.
- For employees 60 years or older, the application/withdrawal need only be signed by the employee and letterhead is not required.

All other requirements of the Plan remain in effect, including the Charter requirement that an application is received at least 30-days in advance of the retirement date. If submitting by email, the time and date stamp of the email will be used to determine if the employee has met the 30-day requirement.

We will continue to accept wet signature paper application/withdrawal forms in our office in JFB Room 357. The office is open for in-person service Monday through Thursday from 7am to 3pm.