

## **IMPORTANT NOTICE**

To: Retirement Liaison Officers, Employee and Employer Associations

From: Tina Leiss, Operations Officer

Date: March 2, 2007

Re: Implementation of Public Employees' Retirement System Official Policies Revisions to Clarify the Definition of Call-Back Pay and Liaison Officer Authority and Duties

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The Public Employees' Retirement Board has approved for notice the **adoption of new policies and the re-adoption of all previously adopted policies** of the Board in accordance with NRS 286.200, subsection 2(b), which states:

*"As soon as a public employer receives a copy of the proposed rule, the public employer immediately shall cause the copy to be posted on a bulletin board or in some conspicuous place in or near its headquarters."*

Please comply with this statute.

The public hearing on the revised policies will take place no earlier than 11:15 a.m. on March 21, 2007. The meeting will be held in the PERS' Conference Room, 693 West Nye Lane, Carson City, Nevada. Any person wishing to testify should be in attendance at that meeting. The revised policies may be adopted at the March 21, 2007, meeting and become effective April 1, 2007.

Attached are the policy revisions. Deletions are bracketed and have a strikethrough line through the deleted items. Revisions to the policies are underlined.

- 286.025(2) 1.10 CALL-BACK PAY – (a). Except as it may conflict with the Nevada Administrative Code at 284,214, call-back pay is defined as compensation earned for returning to duty after a member has completed his regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice.
- (b). Scheduling the 12-hour rule set forth in subsection (a) will be activated by the electronic call-out required for the shift scheduling from the public employer. Any electronic response system must comply with the 12-hour rule and not allow the employee call-in response to govern notification for purposes of the 12-hour rule.
- 8.4 If the disability applicant is physically or mentally incapable of completing and submitting the application, the liaison officer, deputy liaison officer, spouse, or legal guardian may complete the application on the applicant’s behalf with the Executive Officer’s approval.
- 286.288 12.21 On an approved form, the Chief Administrator of a public employer may select an employee to serve as Retirement Liaison Officer to certify retirement records, receive information, and coordinate matters pertaining to retirement between the System and members or the public employer. The employee selected must be a member of the System through his employment with public employer.
- (a). The Liaison Officer may designate on an approved form up to three employees as Deputy Liaison Officers to serve in the same capacity as a Liaison Officer.
- (b). The Liaison Officer may designate on an approved form additional employees who will have signature authority for the agency. These employees may only access information provided from their public employer to PERS, such as enrollment, termination and wage and contribution information.
- (c). The Liaison Officer is ultimately responsible for all actions taken by any designated Deputy Liaison Officer, and any employee with signature authority, on all matters pertaining to retirement between the System and members or the public employer.