

## Important Notice

To: Retirement Liaison Officers

From: Tina Leiss, Operations Officer

Date: March 23, 2007

Re: Implementation of Public Employees' Retirement System Official Policies Revision to Clarify the Application of Certain Statutory Provisions

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At their March 21, 2007, meeting, the Public Employees' Retirement Board approved policy revisions to clarify the provisions of NRS 286.025 (2) and NRS 286.288. This notice is to inform you of the policy revisions that will become effective on April 1, 2007. Please update your PERS' Official Policies to reflect these revisions.

### Policy 1.10

- 286.025 (2) 10.32 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-hours 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 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 a 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.