

PERS PUBLICATIONS

Purpose

To inform districts of the types of PERS publications that are released, and how the information is communicated to the districts.

When

Periodically, PERS issues publications to the Yolo County Office of Education that is required to be shared with the districts.

Procedure

The PERS publications received by BMAS are copied by the PERS technician and distributed to the district employee responsible for PERS reporting and membership. Any publication that effects fiscal operations or PERS personnel work assignments is distributed to all pertinent district employees (CBO's, Personnel Administrators, Payroll, & Personnel).

PERS Circular Letters are those which: change reporting procedures; employer rates; announce upcoming Board and Committee Meetings; announce upcoming Retirement Planning Workshops; and various other types of information. A copy of a Circular Letter is attached for example.

Annual PERS Member Statements are mailed directly to the employee's residence.

Any other type of publication (Long Term Health Care, Home Loans, etc.) is distributed to the district PERS employee with extra copies maintained by BMAS.

Date Revised: January 1, 2000

Contact Person: Cheryl Dutton

Procedure Binder Section: Payroll