

scheduled monthly meetings which are open to the public. A person may request notice of the Board's meetings, which includes the Board's agenda, by contacting PERS. Comments from System participants on existing or proposed rules should be made to the PERS staff prior to the Board meeting at which the rules will be reviewed.

3. Proposed rules are filed with the Joint Committee on Agency Rule Review.
4. There is a final filing of the rules.

Contact PERS

Address

277 East Town Street
Columbus, OH 43215-4642

Telephone

(614) 466-2085 (Columbus area)
1- 800-222-PERS (7377)

Web Site

www.opers.org

**Rule-Making
Guide**

for the
Public Employees Retirement
System of Ohio



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Description of the Retirement System

The mission of the Public Employees Retirement System (PERS) is to provide retirement benefits, disability benefits, and survivor benefits to public employees covered by the Retirement System.

The Retirement Board of PERS is the governing body of the System. Its members are responsible for establishing governing policies for PERS. The nine-member Board meets monthly to review and formulate policies concerning the members, contributors, and benefit recipients of PERS, and the PERS office staff. The Board members also authorize the investments made with the System's funds.

Six of the members are elected by the groups they represent: retirants; employees of the state, counties, municipalities; non-teaching employees of state colleges and universities; and miscellaneous employees.

In addition to the six elected members, three statutory members complete the Retirement Board. They are Ohio's Attorney General, Auditor of State, and Director of the Department of Administrative Services.

The Retirement Board is responsible for the appointment of an Executive Director who is in charge of the administration and management of PERS. Assistant Directors of Benefits Administration, Investments, Legal and Legislation, Information Systems, and the Controller assist the Executive Director with the operation of the System. An administrative and technical staff serves the contributors and benefit recipients, in the areas of accounting, health care, communications, investments, and related activities.

Rule-Making Process

The Retirement System is authorized to adopt rules as necessary to carry out its mission. Because benefits are set by statute and the administration of programs is fairly constant, the necessity for rule-making is limited. The primary responsibility for rules review and drafting is assigned to the Assistant Director – Legal and Legislation.

Copies of the Retirement System's statutes and rules are available from PERS in book form. The rules also can be found in the Ohio Administrative Code, available through the PERS web site at www.opers.org; click on Related Sites button.

The rule-making process is not complex and consists of the following:

1. Staff reviews existing rules, or determines the need for new rules. This activity occurs as the result of: statutory changes; a set schedule for review; requests of Retirement System staff familiar with the rules and their effect on System participants; comments received from System participants; or matters coming before the Retirement Board.
2. Proposed rules are reviewed by the Retirement Board at regularly