

Copies of the System's statutes and rules are available from SERS in book form. The rules also can be found in the Ohio Administrative Code, available through the SERS web site at **HYPERLINK** <http://www.ohsers.org>; click on Related Sites button.

CONTACT SERS

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RULE- MAKING GUIDE

**School Employees Retirement
System of Ohio**

45 N. Fourth Street
Columbus, Ohio 43215
(614) 222-5803 or 1-800-878-5853



GENERAL INFORMATION ABOUT THE SCHOOL EMPLOYEES RETIREMENT SYSTEM

The mission of SERS is to enhance the well-being and financial security of our members, retirees and beneficiaries through benefit programs and services which are soundly financed, prudently administered and delivered with a focus on understanding and responsiveness.

The School Employees Retirement System of Ohio was established in 1937 by the state legislature to provide retirement, disability and survivor benefits for employees of public schools, colleges, and universities covered by the system. This system is funded by member and employer contributions and the income realized from investment of those contributions.

The operation of SERS is supervised by a seven member Board that works in conjunction with the System's Executive Director. Four of the seven Board members are elected by the general membership of the

system (those who contribute to SERS) and one is elected by retirees. The Ohio Attorney General and Auditor of State serve as statutory members of the Board.

An Executive Director is appointed by the Board to oversee the administration and operation of the System. The Executive Director is assisted by a deputy director and five directors with responsibilities in the areas of finance, investments, legal/legislative, member services and information services.

SERS Rule Making Process

SERS is authorized to adopt rules as necessary to carry out the day-to-day operation of the system. Since SERS benefits are set by statute and the administration of the programs does not frequently change, the necessity for rule-making is limited. The review and drafting of administrative rules at SERS is primarily the responsibility of the Director of Legal/Legislative.

The actual rule-making process consists of the following:

1. Staff in the Legal/Legislative Division reviews existing rules, or determines the need for new rules. This activity may occur as

the result of: statutory changes; a set schedule for review; request of the Retirement Board, request of Retirement System staff familiar with the rules and their affect on System participants, or comments received from System participants.

2. Staff drafts proposed rules or recommendations on rules scheduled for review, which are presented and reviewed by the Retirement Board at regularly scheduled monthly meetings that are open to the public. Any person may request notice of the Board's meetings, which includes the Board's agenda, by contacting the System. Comments on proposed rules or recommendations should be made to the System staff prior to the Board meeting at which the rules will be reviewed.
3. After approved by the Board, rules are filed with the Joint Committee on Agency Rule Review (JCARR), the Legislative Service Commission (LSC), and the Secretary of State.
4. After review by JCARR, final rules are filed with JCARR, LSC, and the Secretary of State.