

PRE-RETIREMENT PLANNING SEMINARS INFORMATION

If an employee wishes to attend a Nebraska School Employees Retirement System Retirement Planning Seminar, have them complete the NSERS application form and return it to NSERS with their check. They must also complete Millard's Request to Attend Pre-Retirement Seminar and give it to the building administrator or supervisor. An eligible member will be allowed to attend unless the building administrator or supervisor has so many requests that the operation of school will be hindered. Supervisors must check with HR prior to declining permission to attend.

Procedures:

To register one must be a vested member of the retirement system. An employee may only attend a maximum of two days of planning seminars without having to use personal leave, vacation, or leave without pay. The employee is responsible for the cost of the seminar.

NSERS will notify the employee of the acceptance or rejection of the request to attend

Absences for salaried employees will be recorded in Frontline at the building level, regardless of the employee's need for a substitute.

Absences for hourly employees will be noted by the employee on the timecard. The supervisor will secure a sub if one is normally provided for a daily absence.

If the School Employees Retirement System denies a request to attend, the employee must notify the building administrator or secretary so that your absence in Frontline can be canceled.

State law limits the number of time one can receive pre-retirement planning program leave.

Revised 1/12/2023

REQUEST TO ATTEND PRE-RETIREMENT SEMINAR

Any employee who participates in the Nebraska School Employees Retirement System and has vested in the School Employees Retirement Plan may attend or participate in pre-retirement planning programs sponsored by The Nebraska School Employees Retirement System while employed by the District. The employee is responsible for paying his or her own expenses for any pre-retirement planning programs.

Attendance at any pre-retirement planning program is voluntary. An employee who is qualified and registered to attend a planning program can do so without loss of pay. Planning programs may be conducted in-person or via live-broadcast webinars. Planning programs do not include information that can be accessed at any time via electronic means. Each employee may attend up to two days of planning programs without loss of pay. A qualified employee may choose to attend additional planning programs, but such leave shall be without pay and shall be at the discretion of the Superintendent or his/her designee.

An employee desiring to attend a pre-retirement planning program must submit the proper request form to the Superintendent or his/her designee and receive approval to attend prior to his or her attendance. An employee who attends must verify his or her attendance with the Superintendent or his/her designee. The Superintendent or his/her designee reserves the right to limit attendance at any planning program based upon the ability of the District to deliver the educational program. If attendance is limited, preference will be given to those employees who are nearest retirement.

Employees wishing to attend pre-retirement planning programs outside of those events specifically sponsored by The Nebraska School Employees Retirement System must use personal leave, vacation, or take leave without pay.

Rule Revised: November 21, 2022

Millard Public Schools

Please complete this form and give it to your building principal.

Name _____

Present Date _____

School _____

Seminar Date _____

Do you need a substitute on this day? Yes No

Position _____ Current age _____

When do you plan to retire? _____

Have you previously attended a NSERS Pre-Retirement Planning Seminar or live broadcast webinars? ____ Yes ____ No

If yes, when? _____

How many total hours of pre-retirement planning have you received from NPERS? _____

Principal or Supervisor Signature _____ Date _____

Revised: January 2023