

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 member of the retirement system and at least 50 years of age or the spouse of a qualified member. One may only attend this seminar twice. 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 Sub Finder 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 Sub Finder can be canceled.

State law limits the number of times one can attend the seminar.

Revised 2/14/2008

REQUEST TO ATTEND PRE-RETIREMENT SEMINAR

Any employee who participates in the Nebraska School Employees Retirement System and is at least fifty (50) years of age or who is within five (5) years of qualifying for retirement or early retirement may attend one pre-retirement seminar per fiscal year, sponsored by The Nebraska School Employees Retirement System, while employed by the Millard Public Schools.

Attendance at this seminar is voluntary. An employee who is qualified and registered to attend a seminar can do so without loss of pay. **Each employee may attend the seminar no more than twice.** The employee is responsible for paying his or her own seminar expenses.

The Superintendent reserves the right to limit attendance at any one seminar 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.

Rule Revised: November 17, 1997

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? _____ If yes, when _____

Principal or Supervisor Signature _____ Date _____