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April 1, 2010

VIA EMAIL AND U.S. MAIL

To: TRS Reporting Employers
House Retirement Committee Members
Senate Retirement Committee Members
All Interested Parties

From: Jeffrey L. Ezell
Executive Director

Re: Proposed Repeal and Amendment of TRS Policies

In its meeting held March 31, 2010, the Administrative Procedures Committee of the TRS Board of Trustees voted to **adopt** the following policy under the authority of O.C.G.A. § 47-3-26(b).

- Administrative Rule 513-5-1-.62 “Service Credit - Definition of Immediately”: This policy defines the word “immediately” when used in Georgia law for the establishment of service credit.

The Committee voted to **amend** the following policies under the authority of O.C.G.A. § 47-3-26(b):

- Administrative Rule 513-5-1-.22 “Authority: Executive Director”: The current policy is outdated. The proposed amendment aligns the authority to sign agency documents with the TRS Bylaws.
- Administrative Rule 513-5-1-.01 “Rules of General Applicability”: The current policy is outdated. The proposed amendment updates the TRS mailing address and makes stylistic changes.

The Committee voted to **repeal** the following policies under the authority of O.C.G.A. § 47-3-26(b):

- Administrative Rule 513-5-1-.33 “Military Service - Establishing Service Credit”: The policy states that the definition of “immediately” will be interpreted as not more than six months. With the adoption of Administrative Rule 513-5-1-.62, this policy may be repealed.
- Administrative Rule 513-5-1-.02 “Authorization to Execute Documents”: The policy authorizes the Deputy Executive Director to sign TRS documents in the Executive Director’s absence. With the adoption of the amendment to Administrative Rule 513-5-1-.22, this policy may be repealed.
- Administrative Rule 513-5-1-.24 “Leave Rights of Unclassified Employees”: The policy outlines the leave rights of TRS classified employees. The policy is outdated as all TRS employees are entitled to the leave rights administered to all State employees in accordance State regulations.

The TRS Board of Trustees plans to adopt the changes shown on page 1 at their meeting on May 26, 2010. The meeting is scheduled to begin at 10:30 a.m. in the TRS Conference Room, 1st Floor, Beta Building, Two Northside 75, Atlanta, Georgia 30318.

All TRS reporting employers are required by law [O.C.G.A. § 47-1-10(b)(1)] to post this notice on bulletin boards for your employees and take reasonable steps to assure that members of TRS are apprised of the proposed change to TRS policy.

The current and proposed policies are attached. Objections to the proposed policy changes must be submitted in writing and addressed to:

Board of Trustees
Teachers Retirement System of Georgia
Two Northside 75, Suite 100
Atlanta, GA 30318

JLE/arr

Attachments

Service Credit - Definition of “Immediately”

The word “immediately” pertaining to the establishment of additional service credit, when stated in Georgia law and not otherwise defined, is to be interpreted as “not more than six months”.
Administrative Rule 513-5-1-.62 (Adopted May 26, 2010)

AUTHORITY: EXECUTIVE DIRECTOR

Motion adopted that Executive Director be authorized to execute and sign all checks, orders and other documents of the Teachers Retirement System and to notify all interested banks and state agencies. Administrative Rule 513-5-1-.22. (Adopted 3-19-59)

Authority: Executive Director

The Executive Director is authorized to execute and sign all checks, orders and other documents of the Teachers Retirement System. The Executive Director or the Board of Trustees may authorize the Chief Financial Officer or the Chief Operating Officer to sign such documents in the event the Executive Director is unable to. Administrative Rule 513-5-1-.22. (Adopted March 19, 1959; Amended May 26, 2010)

Rules of General Applicability

- (1) The mailing address of the Teachers Retirement System of Georgia is Two Northside 75, Atlanta, Georgia 30318.
- (2) All correspondence respecting the rules and regulations consistent with the requirements of Code Section 47-1-10 is to be directed to the Executive Secretary-Treasurer.

Administrative Rule 513-5-1-.01 (Filed with Secretary of State December 23, 1985.)

Rules of General Applicability

(1) The mailing address of the Teachers Retirement System of Georgia is Two Northside 75, Suite 100, Atlanta, Georgia 30318.

(2) All correspondence regarding the rules and regulations consistent with the requirements of O.C.G.A. § 47-1-10 is to be directed to the Executive Director.

Administrative Rule 513-5-1-.01 (Filed with Secretary of State December 23, 1985; Amended May 26, 2010.)

Military Service - Establishing Service Credit

The word "immediately" stated in the law pertaining to the establishment of military service credit is to be interpreted as "not more than 6 months". (Adopted by Administrative Procedures Committee 12-18-84) Administrative Rule 513-5-1-.33.

Authorization to Execute Documents

The Deputy Executive Director is authorized to sign documents in the stead of the Executive Director in the event an action was taken by the Board of Trustees and there was no specific authorization designating someone to execute documents on behalf of the Board of Trustees. (Adopted 4-25-79) Administrative Rule 513-5-1-.02.

Leave Rights of Unclassified Employees

All unclassified employees of TRS including the Executive Director and Deputy Executive Director and Director of Investment Services shall be entitled to the accrual of annual and sick leave and payment for unforfeited annual leave on the same basis as classified employees of TRS. (Adopted by Administrative Procedures Committee 1980) Administrative Rule 513-5-1-.24.