

MONTANA PUBLIC EMPLOYEES' RETIREMENT BOARD

TITLE: GENERAL EDUCATION

POLICY: BOARD Admin 06

EFFECTIVE DATE: 05/11/2017

I. POLICY AND OBJECTIVES

The objectives of the Board's education program are to focus on increasing members' knowledge of their retirement plan(s) and to provide members with a foundation for retirement and personal financial planning. The Board wants to ensure that members have information to make informed retirement choices and assist with retirement and financial planning. The Board encourages a life-long, well thought-out, retirement savings and investment plan.

II. APPLICABILITY

- A. This policy applies to all retirement systems administered by the Board.
- B. This policy complies with § 19-3-112, MCA.
- C. Definitions relevant to this policy:
 - 1. **Communication** – The provision, in any medium, of general information regarding the retirement systems, their provisions and their benefits. Examples of communication include handbooks for MPERA-administered retirement systems and fund prospectuses.
 - 2. **Education** – The provision, in any medium, of impartial and balanced information about plan choices, benefits and features. The information should have a specific purpose that aids member understanding of retirement provisions and benefits, assists members with making an informed decision about their retirement provisions and benefits, or assists members with general retirement and financial planning. Examples of education include retirement choice workshops, comparison or account accumulation calculators, and retirement benefit estimates.

III. INDIVIDUAL STAKEHOLDERS

- A. The education program will provide balanced and impartial information to the following stakeholders:

1. Employers
2. Defined Benefit Retirement Plan participants in all MPERA-administered retirement systems
3. Defined Contribution Retirement Plan participants in PERS only
4. New members in all systems - information to new PERS system members will include plan choice material
5. Members nearing retirement in all systems
6. Retirees in all systems
7. 457(b) plan participants

B. Information provided to the different stakeholders may vary.

IV. PROGRAM COMPONENTS

A. The education program will consist of the following components:

1. Plan rights and conditions of membership
2. Benefit features and options
3. Planning for retirement
4. Coordination of contributions and benefits with other retirement savings plans
5. Pre and post retirement planning
6. Investment education as defined in the Board's Investment Education Policy

B. Additional components may be added upon approval of the Board.

V. PROGRAM DELIVERY

A. The education program will be delivered in any of the following methods:

1. Written material
2. Group presentations

3. In-person individual assistance
 4. Telephonic assistance
 5. Interactive websites
 6. Video-conferencing
- B. Other delivery methods may be used, as developed and determined appropriate.

VI. PROGRAM DELIVERY PERSONNEL

- A. The programs must be prepared and delivered by the most appropriate personnel. Such personnel must include either MPERA staff, outside contracted vendors or a combination of both.
- B. Communication will generally be delivered by MPERA staff as experts of the MPERA administered systems. Communications may be developed with the assistance of outside and contracted experts.
- C. In all cases, education must be balanced, impartial, and provided by parties with the appropriate knowledge and, if necessary, licensure.

VII. BOARD RESPONSIBILITY

- A. When contracting with outside vendors, the Board or designated MPERA staff will assess if a conflict of interest may exist and determine the extent of services a vendor may provide prior to entering into any contract.
- B. In all cases, the Board or designated MPERA staff will monitor performance of the provided programs to ensure balanced information and material is provided and that the programs are conducted in accordance with applicable laws, rules of the Board, and any contract between the provider and the Board.

VIII. TARGETED BUDGET

- A. The education budget for all PERS members is provided in § 19-3-112, MCA.
- B. The education budget for all other system members is within the system's overall statutory budget.
- C. The education budget for the 457(b) deferred compensation plan is within that plan's overall budget. The revenue for the budget is accrued through

participant fees.

IX. CROSS REFERENCE GUIDE

The following laws, rules or policies may contain provisions that might modify a decision relating to refunds of contributions for terminated members. The list should not be considered exhaustive - other policies may apply.

§ 19-3-112, MCA

X. HISTORY

Board Admin 06 - General Education Policy
Originally approved March 2006
Amended January 31, 2013
Amended May 11, 2017