



ESIP Benefits Procedure (BEN-P021)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Risk Management Office communicates ESIP benefit continuation at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

	<i>(Approval signature on file)</i>	
3.1 Risk Management Senior Technician	Signature	Date

4.0 DEFINITIONS:

- 4.1 ESIP – Early Separation Incentive Program
- 4.2 PERS – Public Employee Retirement System
- 4.3 HR – Human Resources Department
- 4.4 PEBP – Public Employees’ Benefit Program

5.0 PROCEDURE:

- 5.1 The Risk Management Office receives from Human Resources Department the roster of employees who have been approved to retire under the ESIP program.
 - 5.1.1 The Early Separation roster is date stamped in by the Risk Management Senior Technician.
- 5.2 The Risk Management Senior Technician coordinates meeting dates and times with PERS, PEBP, and the Human Resources Specialist in order to communicate benefits information to the future ESIP applicants.
- 5.3 The Risk Management Office is in receipt from PERS of a list of ESIP retirees who will be attending the scheduled meetings.
- 5.4 On the day of the scheduled meetings, a presentation from PERS, from PEBP, and a presentation from Risk Management on the continuation of benefits as a retiree is conducted.
 - 5.4.1 Two HR technicians are present in order to answer any classified, certified, or administrative questions.
- 5.5 The WCSD Risk Management Office Retiree Insurance Premium Deduction/Change Form (BEN-F002), WCSD Risk Management Office Retiree Insurance Premium Deduction/Change Form, Subsidy Eligible (BEN-F003), and WCSD Group Benefit Programs Form (BEN-F001) is handed out during the Risk management presentation.
- 5.6 The Risk Management Senior Technician explains how to properly fill out the form.

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5.6.1 The retiree may turn in the form at the meeting or turn the form in at a later date, but no later 30 days prior to retirement.

5.6.2 It is the responsibility of the retiree to return the form to the Risk Management Office.

5.7 Refer to the Benefit Change for Retirees Procedure (BEN-P002).

6.0 ASSOCIATED DOCUMENTS:

6.1 Benefit Change for Retirees Procedure (BEN-P002)

6.2 Retiree Insurance Premium Deduction/Change Form, Subsidy Eligible (BEN-F002)

6.3 Retiree Insurance Premium Deduction/Change Form, Non-Subsidy Eligible (BEN-F003)

6.4 WCSD Group Benefit Programs Change Form (BEN-F001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Early Separation Roster	ESIP File	7 years	Discard as desired	Standard file cabinet in secure office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/05	A	Initial Release
5/15/07	B	Identified "RM" in 1.1; added 4.3 and 4.4; identified correct names of forms in 5.5 and 6.1 thru 6.4

***** End of procedure *****