



# PERSonnel UPDATES

The Newsletter for Authorized Agents & Personnel/Payroll Officers

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## Events & Mailings

### [Annual Enrollment Season – 2007 Plan Year](#)

The Annual Enrollment Season will run from Monday, October 23 through Monday, November 13, 2006. Employees will receive an Annual Enrollment Season postcard scheduled to be mailed the week of October 16. The postcard will direct the employee to the NDPERS website to obtain enrollment information. The NDPERS Annual Enrollment Season gives employees the opportunity to:

- Enroll in insurance plans that they do not currently participate in
- Add dependents
- Increase coverage levels
- Enroll in the NDPERS FlexComp plan for 2007

NDPERS Annual Enrollment contains information regarding the NDPERS FlexComp, Health, Life, Dental\*, Vision and Long Term Care insurance plans. Enrollment forms will need to be accessed via the PERS website or the payroll office.

*\* Please note that due to tight deadlines and the transition to the new dental carrier, the new dental plan handbook will not be ready in time for the Annual Enrollment Season. A 'quick reference' sheet will be available to provide general information.*

In addition, we have created an "[Annual Enrollment Employer Guide](#)" that contains ALL information regarding :

- Eligibility
- Enrollment forms
- Rates
- Filing Procedures
- PeopleSoft
- NDPERS FlexComp
- Late Filing policy

The [Annual Enrollment Employer Guide](#) replaces the multiple memos that you had to refer to in past annual enrollment seasons. The Guide is your one-stop shop! It will be available on the NDPERS website at [www.nd.gov/ndpers](http://www.nd.gov/ndpers) on Monday, October 23, 2006.

### [NDPERS Annual Flu Shot Clinic](#)

The UND Center for Family Medicine in Bismarck will be offering flu shots again this fall to participants of the North Dakota Public Employees Retirement System health plan. The cost for each immunization is \$10.00 and is payable by cash or personal check (made payable to UND Center for Family Medicine) at the door. **No insurance claim(s) will be filed.** However, participants of the NDPERS FlexComp may use the [Flu Shot Receipt](#) to file a claim towards their NDPERS FlexComp medical spending account.

Immunizations will be given at the UND Center for Family Medicine, 515 East Broadway Ave., Bismarck ND from **4:00 PM to 6:00 PM** according to the schedule. For the employee's convenience, we ask that each individual receiving the flu shot complete the [UND Center for Family Medicine release form](#). Free parking will be available in the Parkade ramp. Members will be required to show their NDPERS/BCBSND insurance identification card. The schedule to receive a flu shot is available on the NDPERS website at [www.nd.gov/ndpers](http://www.nd.gov/ndpers).

### [2006 NDPERS Wellness Forum:](#)

The NDPERS Wellness Forum has been scheduled! Please mark your calendars for Tuesday, November 7, 2006. We will have the Wellness Forum in Bismarck at the Heritage Center Auditorium. The forum will begin at 8:30 a.m. The Wellness Forum is designed for all Wellness

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Coordinators who are responsible for creating the wellness programming for their agencies. For those employers that participate in the health plan who are not currently participating in the wellness program, the forum is an opportunity to learn more about the program to consider participation for the July 1, 2007-June 30, 2008 plan year. It will be web cast for those who cannot make the trip to Bismarck. However, only those present at the Wellness Forum in the Heritage Center will receive any items from the vendors that are scheduled to speak. The agenda will be posted on the website prior to the Forum. All slides and other materials will be available on the website after the Wellness Forum.

### **NDPERS Welcomes CIGNA HealthCare as Our New Dental Provider**

Effective January 1, 2007, CIGNA HealthCare will provide dental plan benefits to NDPERS members. The dental plan is available to active state and university system employees only. CIGNA HealthCare is providing dental coverage with lower premiums with a two year rate guarantee, eliminated the \$10 per office visit copayment, eliminated all waiting periods, and have increased the coverage level to pay at the 90<sup>th</sup> percentile of 'reasonable and customary' charges. WOW!

If an employee is currently participating in the NDPERS dental plan (ING Employee Benefits) their plan participation will automatically transfer to CIGNA HealthCare on January 1, 2007. The employee will not need to re-enroll. Employees will be able to access the new dental plan handbook on the NDPERS website sometime in December. Payroll/Human Resource departments will be able to print ID cards directly from the NDPERS website for distribution. You will be sent a reminder as well as instructions on how to complete this step. Employees currently participating will also receive additional information via postal mail regarding 'work in progress' and how it will be handled at the time of the transition.

Employees not currently participating in the dental plan will have the opportunity to enroll during the NDPERS Annual Enrollment Season which begins on Monday, October 23 and ends on Monday, November 13, 2006.

## **Important Updates**

### **Update on FlexComp Forms/Publications**

The following forms/publications are in the process of being updated due to the new "use it or lose it" provisions and other enhancements to the FlexComp Plan:

The following will be updated and on our web site by October 16, 2006

- [FlexComp Program Guide](#)
- [FlexComp Section of Employer Guide](#)
- [Annual FlexComp Enrollment 2007 Plan Year SFN 17759](#)

The following will be updated and on our web site on or before January 1, 2007:

- FlexComp Change in Status SFN 53511
- FlexComp Reimbursement Voucher SFN 16868
- FlexComp Plan Letter of Medical Necessity SFN 58432 (New form being developed)

As a reminder, you will want to discard all old forms as the new forms become available on our website.

### **Requirements for Participation in the Defined Benefit Plan for Elected & Appointed Officials**

As many of our employers have newly elected, re-elected and appointed officials filling positions effective in December or January, the [Memorandum](#) is available as a reminder regarding eligibility for participation in the Defined Benefit Plan.

If you are unable to view this memorandum on the website, please contact Kristi Hass at (701) 328-3911 to request that a hard copy be mailed to you.

### **Administrative Policy Change – Law Enforcement Retirement Plan**

At its August 2006 meeting, the NDPERS Board approved the following policy for transferring correctional officers to the law enforcement retirement plan.

1. Upon a group's initial enrollment in the Law Enforcement retirement plan,

correctional officers not certified will remain in the Defined Benefit retirement plan or current employer sponsored plan until such a time that they become certified. Once certified, the correctional officer will be given 180 days to either elect to join or waive participation in the Law Enforcement retirement plan. If no election is made, the correctional officer will remain a member of the Defined Benefit or employer sponsored retirement plan.

2. All correctional officers hired after the date a group adopts the Law Enforcement retirement plan, upon completion of the certification, must be enrolled in the Law Enforcement retirement plan.

If "Certificates of Training Achievement" are issued after completion of training, retirement contributions should be paid retroactive to the date indicated on the certificate.

### **When Preparing W-2 Forms**

If the employee is participating in the NDPERS Retirement Plan, check the "Retirement Plan" box in box 13 on the W-2 form. The NDPERS Retirement Plan is a qualified plan as described in section 401(a).

If the employee is participating in the NDPERS 457 Deferred Compensation Plan, use "Code G" in box 12 on the W-2 form.

If you have questions, call Sharon at (701) 328-3902.

### **Termination of Employment**

To be eligible for benefits, a member must terminate employment. "Termination of employment" means a severance of employment by not being on the payroll of a covered employer for a minimum of one month (31 days). This period is determined by counting 31 days from the member's final regular payroll payment to the date they begin actual employment (first day of work) with a new NDPERS participating employer.

Approved leave of absence does not constitute termination of employment.

A return to work agreement between employee and employer that is made prior to retirement may not constitute

a bona fide termination of employment and an individual may not be eligible for retirement benefits. In situations such as this, it is recommended that the employer contact NDPERS for guidance.

## Revised Materials

### NDPERS On-line Kits Being Revised

NDPERS currently has six [Kits](#) available on-line that employers should be distributing to their employees. The six NDPERS kits were developed to assist both employers and employees in disseminating information regarding the benefits administered by NDPERS. The kits are currently being updated due to premium changes and administrative rule changes.

The following kits have been revised and posted to the NDPERS website:

- [Retirement Kit](#)
- [Disability Retirement Kit](#)

The following kits are being revised and will be posted to the NDPERS website by October 31, 2006. Please continue to use the current kits on the website until the revised kits are available.

- [Deferred Retirement Kit](#)
- [Refund/Rollover Kit](#)
- [Transfer Kit](#)
- [New Hire Kit](#)

## Board Meeting Highlights

Complete [meeting minutes](#) are available.

### June 29, 2006

- Authorized NDPERS staff to proceed with buying a business replacement system.
- Approved to proceed with the health plan renewal.
- Received vision renewal rate notification and there will be no increase in rates for 2007-2008.

### July 20, 2006

- Were provided with information regarding the self-funding dental plans.

### August 17, 2006

- Were provided with information regarding the submitted RFP's submitted for the Dental Insurance plan.

### August 24, 2006

- Discussed the BCBS contract renewal process.

### August 29, 2006

- Interviewed the two group Dental Insurance Providers. CIGNA was awarded the NDPERS Dental Insurance Plan.

*Look forward to receiving via email your next edition of the PERSONnel Updates on January 15, 2007.*

*This newsletter is intended to provide general information and may not be considered to be a legal interpretation of law. Statements contained in this newsletter do not supersede the North Dakota Century Code or Administrative Code or restrict the authority granted to the Retirement Board. This information is subject both to changes made by the legislature and rules and regulations established by the Board of the North Dakota Public Employees Retirement System.*



www.nd.gov/ndpers