



# PERS NEWS

A PUBLICATION OF THE PAROCHIAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA

ISSUE 87

DECEMBER 2018

## GREETINGS FROM THE ADMINISTRATIVE DIRECTOR

On behalf of the PERS Board of Trustees and the entire staff, I would like to wish you and your family a Very Merry Christmas and a Happy, Healthy and Prosperous New Year! We look forward to working with you in 2019!

-Dainna S. Tully

## BOARD OF TRUSTEES' NEWS

At the December 11, 2018 meeting of the Board of Trustees of the Parochial Employees' Retirement System, the results of the recent election were promulgated. Mr. Phillip Bourgoynne has been elected to serve a six year term beginning in January of 2019. Mr. Bourgoynne currently serves as the Director of Finance for West Baton Rouge Parish.

## ADMINISTRATIVE TRAINING A SUCCESS

On October 2, 2018, we held our annual Administrative Training Workshop at the Renaissance Hotel in Baton Rouge. Representatives from employers across the state were in attendance to hear timely presentations including a review of the actuarial report for the year ending 12/31/2017, an update on the system's investment portfolio and administrative questions and answers. Thank you to all who took time from their busy schedules to spend a half day with us in Baton Rouge.

This training workshop will be held each year in October. We will send information concerning our 2019 workshop in the summer of next year.

## 1099 FORMS AND NOTICES OF DEPOSIT

1099-R forms will be mailed to all retirees and to all of those former employees who received a refund in 2018. We are required to postmark these tax forms by January 31, 2019.

Notices of Deposits reflecting employee contribution balances as of December 31, 2018 will be prepared and sent to each participating parish or agency for distribution. This is a lengthy process that we strive to have completed by April 30, 2019.

## EMPLOYER CONTRIBUTION RATES FOR THE YEAR OF 2019

The Public Retirement Systems Actuarial Committee (PRSAC) approved the system's actuarial valuation, thereby making employer rates previously announced official. Effective January 1, 2019 the employer contribution rate for Plan A will be 11.50% and the employer contribution rate for Plan B will be at 7.50%. The employee contribution rates for Plan A and Plan B remain unchanged at 9.5% and 3% respectively for 2019.

## FOURTH QUARTER CONTRIBUTIONS DUE JANUARY 15

Forms to be used for remission of quarterly reports have been mailed under separate cover. These forms are also available on our website ([www.persla.org](http://www.persla.org)) under the Forms tab.

As a reminder, quarterly reports for the fourth quarter of 2018 are due in the retirement system office on January 15, 2019. This deadline applies to both regular reports and DROP reports. R.S. 11:2014 C states that payments shall be considered delinquent when not **received** by the system within fifteen days after the close of each fiscal quarter. This statute also provides that a penalty of 1 ½% per month shall be assessed on delinquent payments.

Please make certain that your quarterly report is signed by the appointed authority before remitting to our office. In addition, we ask that each employer verify that the totals on the summary page equal the total on the supplementary pages attached before submitting the quarterly report to our office. Finally, it is imperative that each member's name corresponds with the correct Social Security number. If an incorrect Social Security number is used, it may result in an incorrect disbursement of funds to another individual at termination of service. The appointed authority signing this form certifies that the information contained with the report is correct. The retirement system accepts that certification and posts salary and contributions using the Social Security numbers provided by the employer. Any error resulting from an incorrect Social Security number is the responsibility of the employer.

**Your report must be received in our office by January 15, 2019, in order to avoid a late penalty. Delivery of reports received on or after January 16, 2019 will be considered late and a late penalty will be assessed.**

# January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> Office Closed 	<b>2</b> Refunds Mailed	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Cut Off for Jan. 15th Refunds	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> Refunds Mailed	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b> Cut Off for Feb. 1st Refunds	<b>30</b>	<b>31</b>		

# February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> Refunds Mailed	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> Cut Off for Feb. 15th Refunds	<b>13</b>	<b>14</b> 	<b>15</b> Refunds Mailed	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b> Cut Off for Mar. 1st Refunds	<b>27</b>	<b>28</b>		

# March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> Refunds Mailed	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> Office Closed 	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> Board Mtg; Cut Off for March 15th Refunds	<b>13</b>	<b>14</b>	<b>15</b> Refunds Mailed	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24/31</b>	<b>25</b>	<b>26</b>	<b>27</b> Cut Off for Apr. 1st Refunds	<b>28</b>	<b>29</b>	<b>30</b>

## USE ONLY PERS GENERATED FORMS

When submitting forms to PERS (including quarterly report, Personal History, and Refund Forms) it is important that you utilize the forms that have been generated by the retirement system office. Occasionally our office receives forms that have been redesigned by an employer group and if these forms are not an exact replica, delays in processing may result. Our forms are designed to include all necessary information required for processing and many times the order that the data is requested corresponds with our data entry into the computer system. For this reason, we ask that you use only forms supplied by our office or forms that are downloaded directly from our website ([www.persla.org](http://www.persla.org)).

## LEAVE CONVERSION

Conversion of annual and sick leave at the time of retirement is only available for leave that is accumulated in accordance with the employer's policy. The retirement system may request leave records to verify the days shown on the Employer Request form at the time of retirement or upon entry into DROP. The retirement system may also request a copy of the leave accrual policy for the employer to verify that the leave reported is in accordance with the policy.

## PERSONAL HISTORY UPDATE

Employers should use this form to submit changes for members who have previously completed a Personal History form. The most up to date Personal History Update form is on the website ([www.persla.org](http://www.persla.org)). The Personal History form should only be submitted upon enrollment of a member.

## PROPERLY COMPLETED ENROLLMENT FORMS

Before submitting Personal History forms to our office for newly hired employees, please review the form to make certain that all blanks are properly completed. We ask that the information on the form be either printed or typed. The Social Security number of the member must be included on this form so that we can create a member record. This form must be signed by the member and the appointed authority designated by the parish or agency. In addition, we have noticed that several employers have not been including a copy of SSA-1945 (Statement Concerning Your Employment in a Job Not Covered by Social Security) with the Personal History form. Your help in reviewing this information will alleviate the need to return incomplete forms.

## ELIGIBILITY OF ELECTED OFFICIALS LIMITED

With many newly elected officials taking office, it is the perfect time to review which elected officials are eligible to enroll in PERS. Parish presidents, justices of the peace, and coroners are the only **newly** elected officials that are eligible to enroll in PERS.

Parish elected officials who are currently enrolled remain members until they terminate service as an elected official. Please contact our office if you have questions concerning the eligibility of elected officials in this retirement system.

## NEW EMPLOYEE ANOUNCEMENT

We are very excited to introduce **Joanna Harvey**, our new Benefit Analyst! As the newest member of our team, Joanna will be responsible for processing requests from active members.

## ORDER FORM

### Parochial Employees Retirement System

Please mail the following forms to: \_\_\_\_\_  
(Name of Employing Parish)

We are in: Plan "A" \_\_\_\_\_ Plan "B" \_\_\_\_\_

How Many:

\_\_\_\_\_ Refund of Contributions

\_\_\_\_\_ DROP Applications

\_\_\_\_\_ Retirement Application

\_\_\_\_\_ Brochures

### The following forms can be printed from our website:

- Quarterly/Monthly Reports—Regular and DROP
- Personal History Update Forms
- Personal History Forms
- Election Form for New Employees age 55 and older
- Special Tax Notice
- SSA 1945 Statement concerning Employment in a Job not covered by Social Security

## RESERVIST EMPLOYEES CALLED TO ACTIVE DUTY

Parish employees who are called to active military duty must be informed of their options regarding retirement credit before they leave for military duty and again when they return.

Prior to reporting for active duty, the member may choose to continue to make employee contributions during his/her absence. The election is made with the employer and all contributions must be remitted through the employer. If this election is made, employer and employee contributions, based on the member's latest pay, would be submitted on the employer's regular payment schedule.

The member may choose not to make these contributions while on military duty. In that case, upon the member's return to employment, the member can apply to pay the contributions for the period of military service with interest. If the member pays the employee contributions and interest due, then the employer is required to pay the employer contributions and interest. Payment of contributions and interest must occur within 4 years of the member's return to active employment.

If the member elects not to make contributions for the period of active duty, no service credit is granted as far as the retirement benefit calculation is concerned. However, the period of active duty can be used to meet retirement eligibility requirements. A copy of the DD-214 must be submitted to the retirement system so that this service can be recorded for eligibility purposes.

We suggest that when discussing options with affected employees, the member should acknowledge the discussion with a signed statement that is maintained by the employer. This statement should be kept in the member's personnel file as documentation of the information presented and the election made by the member.

If any questions arise regarding reservists called to active duty, please contact our office.

### PLEASE REMEMBER

This newsletter is specifically designed to share our retirement knowledge, advice and announcements with you, PERS—eligible agencies. We are interested in how helpful PERS NEWS is to our readers. Do you have any questions, suggestions or comments? Send it our way, we love to hear from you!

## CONTRIBUTIONS PROHIBITED ON CERTAIN TYPES OF PAYMENTS

Louisiana Revised Statute 11:233 B(2) provides specific types of payments that are excluded from "earnable compensation" for purposes of this retirement system. Lump sum payments made in lieu of unused annual or sick leave, car allowance, bonuses, and severance pay are among the payments that are excluded. Employee and employer contributions cannot be withheld from any of the types of payments listed in this section of the law.

In addition, our definition of earnings contained at R.S. 11:1902 (11) states "earnings shall not include fees or commissions." Employee and employer contributions cannot be withheld on fee or commission payments.

If you have any questions about whether a type of payment qualifies as earnings or earnable compensation for retirement purposes, please contact Dainna Tully or Becky Fontenot.

## REFUND OF CONTRIBUTIONS FOR TERMINATED EMPLOYEES

At the time of termination, a former member can request a refund of his employee contributions. In order to request this refund, a Refund of Contributions Form is completed with the participating employer. Some former employees have asked about direct deposit of a refund. All refunds are paid in check form only. Direct deposit is only available for the payment of monthly benefits to retirees.

## LIMITATIONS EXIST FOR RETIREES RETURNING TO WORK

When a retiree of this retirement system returns to work for a participating employer, statutory limitations exist. Before you rehire a Parochial retiree, you should contact our office to review the limitations that may affect the rehired retiree. You can review a brief description of our return to work provisions contained in Section 10 of our Summary of Principal Features.

*HAPPY HOLIDAYS TO YOU!*

### BOARD OF TRUSTEES

Terrie Rodrigue, Chairman  
Gwen B. LeBlanc  
R. Bruce Kelly  
Tammy Bufkin  
Sandy Tremé  
Rep. Gregory Miller  
Sen. Barrow Peacock

Jefferson Parish  
Ascension Parish  
Rapides Parish  
Calcasieu Parish  
Police Jury Assn  
House Retirement  
Senate Retirement

### ADMINISTRATIVE PERSONNEL

Dainna S. Tully  
Becky Fontenot  
Geraldine Ferguson  
Larisa Ellard  
Eddie Dimaio  
Cari Hill  
Joanna Harvey  
Virginia Eckert

Administrative Director  
Assistant Director  
Systems Analyst  
Investment Accountant  
Data Entry Specialist  
Benefits Analyst  
Benefits Analyst  
Receptionist

PERSNEWS is a quarterly publication of the Parochial Employees' Retirement System of Louisiana, located at 7905 Wrenwood Blvd., Baton Rouge, Louisiana 70809

☎ Telephone Number (225) 928-1361

☎ FAX Number (225) 923-0933

🌐 Website: [www.persla.org](http://www.persla.org)