

INTERNAL

COMMUNICATION FORM

DEPARTMENT OF HUMAN SERVICES

Suspense:

Subject: RETIREMENT WORKSHOPS – KAUAI

Originator: W. Ikemori 6-4971

To: DAs

From: PERS

Date: 02/01/12

Memo No. 1

The Employees' Retirement System (ERS) has announced the Pre-Retirement and Retirement Informational Sessions for the island of **Kauai**.

COURSE

DESCRIPTION:

Pre-Retirement Workshop

(Recommended for members within five (5) years of retirement)

Some of the topics to be covered include:

- Retirement options
- Credited Service
- Estimate of benefits
- The procedures to file for retirement benefits

Basic Informational Sessions

(Recommended for all new and existing members who want a better understanding of the noncontributory or hybrid retirement plans)

Some of the topics to be covered include:

- Credited service
- Deferred "vested" retirement
- Various Leave benefits (sick, military, maternity)
- Disability retirement
- Death benefits

SCHEDULE:

Please view attached schedule for session numbers, dates, time, and locations.

REGISTRATION:

Please submit a prioritized list of nominees on the DHS 104 Form, included with this announcement. Next to each nominee's name, please indicate the type of retirement plan that the employee has:

CO = Contributory, **NC** = Non-Contributory, **H** = Hybrid

Registration deadline is no later than two weeks prior to the scheduled workshop. Those who have questions regarding registration procedures, please contact Pauline Chun 586-4970/586-4959(TTY).

COST:

None.

ACCOMMODATIONS: : In accordance with the Americans with Disabilities Act of 1990, members with special needs (e.g. sign language interpreter, large print materials) can request to make personal arrangements. Inquiries should be sent to Paula Alquiza or Sheri Kunioka-Volz, Employees' Retirement System, State of Hawaii, Kauai District Office, phone (808) 274-3010 or 274-3011.



PERS

c: DIR

**EMPLOYEES' RETIREMENT SYSTEM
2012 KAUAI DISTRICT
SCHEDULE OF INFORMATIONAL SESSIONS**

Preretirement Workshops for members within five years of retirement. Topics include credited service, estimate of benefits, the retirement options, and filing procedures.

#	WORKSHOP	DATE	TIME	LOCATION
1	Contributory/Police/Fire	March 7	10:00 – 12:00	State Bldg 2 nd Floor Conference Rooms
2	Noncontributory	March 8	10:00 – 11:30	State Bldg 2 nd Floor Conference Rooms
3	Noncontributory	March 30	2:30 – 4:00	Hanapepe Neighborhood Center
4	Noncontributory	April 20	2:30 – 4:00	Mahelona Hospital Auditorium
5	Hybrid	March 8	2:30 – 4:30	State Bldg 2 nd Floor Conference Rooms
6	Hybrid	March 22	2:30 – 4:30	Hanapepe Neighborhood Center
7	Hybrid	April 5	2:30 – 4:00	Kilauea Neighborhood Center
8	Hybrid	April 27	2:30 – 4:30	Mahelona Hospital Auditorium

Basic Information Sessions for new or mid-career employees who want a better understanding of the noncontributory or hybrid retirement plans. Topics include membership, creditable service including sick leave, military and maternity service plus other areas of concern such as disability and death benefits.

#	SESSION	DATE	TIME	LOCATION
9	Noncontributory	March 28	1:30 – 2:30	State Bldg 2 nd Floor Conference Rooms
10	Noncontributory	April 13	2:30 – 3:30	Hanapepe Neighborhood Center
11	Noncontributory	May 4	2:30 – 3:30	Mahelona Hospital Auditorium
12	Hybrid	March 28	3:00 – 4:00	State Bldg 2 nd Floor Conference Rooms
13	Hybrid	April 12	2:30 – 3:30	Hanapepe Neighborhood Center
14	Hybrid	May 11	2:30 – 3:30	Mahelona Hospital Auditorium
15	NEW Hybrid Members Hired after 7/1/12	October 30	3:00 – 4:00	State Bldg 2 nd Floor Conference Rooms

TO REGISTER: Complete form below and fax to 241-3193 or mail to the address at bottom no later than two weeks before session date. Personnel offices may submit a consolidated list. There will be no confirmation sent for your registration. In accordance with the American with Disabilities Act of 1990, members with special needs can request to make personal arrangements. Inquiries to: Paula Alquiza or Sheri Kunioka-Volz, Employees' Retirement System, State of Hawaii, Kauai District Office, phone 274-3010 or 274-3011.

<u>2012 INFORMATIONAL SESSIONS</u>		(Please print clearly)	
Name _____	Phone _____		
SSN (Last 4 digits) <u>XXX-XX-</u> _____	Department _____		
Session # _____	Session Date _____		

Mail to: ERS, Kauai District Office, 3060 Eiwa St. #302, Lihue, HI 96766