

We work better, when we work together...

## April 2020

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### Workplace Possibilities Program

At MPERS, we are always striving to ensure our members are educated about the services we provide. One lesser-known and underutilized service is Workplace Possibilities (WPP). WPP is a program administered through The Standard and aims to assist employees who are struggling to work with a medical condition (injury or otherwise). The purpose of WPP is to accommodate the needs of the employee, minimizing the need to file for disability benefits. Accommodations may include, but are not limited to, modifying the employee's workstation, providing an assistive device, etc. These services are at no cost to the employee. The interested employee should contact MPERS and we will begin the process. Once an inquiry is made and it is determined that the member qualifies for the program, a representative from The Standard will contact the employee for a consultation.

### MPERS' Forms

There are several forms members may complete during their membership with MPERS. This may begin with the Membership Record and lead to either a Termination of Employment or a Notice of Retirement. In order for MPERS to provide the best possible service to our members and ensure accurate records are maintained, it is crucial that we receive these forms in a timely manner with all the necessary information completed. You can always find the most recent version of our forms on our website [www.mpers.org](http://www.mpers.org). Most forms are listed under the Resources section; however, the Membership Record, Leave of Absence, & Termination of Employment are listed separately under the Employers section of our website, as they are to be mostly completed & submitted by the employer. Below are some notes to remember when submitting forms:

1. As mentioned above, please make sure you are using the most recent version of each form. We will notify you in the future if changes to the forms occur; however, many of you are still using old, outdated forms. The current Membership Record & Termination of Employment are attached for your convenience.
2. When completing a Membership Record or Termination of Employment, please fill in all of the information requested, specifically the date of hire or date of termination.
3. The Membership Record & Termination of Employment should be submitted to MPERS **no later than 2 weeks after the date of hire or termination**. This is when we will process the member's first or last payroll and send any necessary correspondence to the member. If we do not have forms confirming the member's service dates, it could delay a transfer of prior creditable service or notification of the member's options at the time of termination.
4. Forms can be submitted to MPERS via secure document upload, mail, email, or fax. However, please keep in mind that a form should **not** be sent via email if it contains a full SSN, either for the member or any beneficiaries.
5. Please keep MPERS informed of who to contact in your district, division or troop in regards to either a missing form or for questions about the information on the form.

## **Pre-Retirement Seminars**

On March 12, we kicked off our Pre-Retirement seminar season in Jefferson City. With the developments of COVID-19, CDC recommendations, and subsequent stay-at-home orders, we have had to make some necessary adjustments. In-person seminars through May 31 will be done via live webinars. This affects the following seminars:

April 8 Lee's Summit  
April 16 Jefferson City  
May 13 Jefferson City  
May 19 Joplin  
May 20 Springfield

The complete schedule can be found on our website. For the seminars listed above, webinar links are listed following the seminar date. Please see the example below:



MPERS' benefit specialists will reach out to those who have already registered for the in-person seminars to let them know of the change to live webinar; however, we may also need to reach out to you for assistance. If you know of any employees who were interested in attending but could not because the seminar was full, please let them know that they can still register for the webinar.

Mid-career seminars will be coming soon for those who are interested in learning more about their retirement benefits, but are not yet eligible to attend a pre-retirement seminar.

## **Benefit Statements for Active Employees**

Benefit statements will be distributed soon to active employees. If the member has chosen email as the preferred method to receive correspondence, or if we have a work email address on file, the member will receive email notification that the benefit statement is available for viewing via myMPERS Secure Member Access. All other eligible employees will receive their benefit statements in the mail.

Benefit statements are based upon member records and balances as of February 29, 2020.

Employees will only receive a benefit statement if the following criteria is met:

1. Currently employed in a benefit-eligible position
2. Hired prior to (or on) February 1, 2020
3. Not on a leave of absence
4. Have not already submitted a Notice of Retirement

### **Distribution Listing**

The HR Connection is a quarterly newsletter provided to the HR/Benefits/Payroll staff within MoDOT and Patrol who work with retirement- and disability-related benefits. The purpose of this newsletter is to provide you with useful information regarding policies and procedures as well as keep you informed of changes and/or updates that impact the benefits we provide to our members. Prior editions of The HR Connection are also available under the Employers section of our website. Supervisors, please let MPERS know if there are any employees you feel should be added to or removed from this distribution list. Also please try to keep us updated when a staffing change occurs.

If there are topics you would like to see addressed in future editions of this newsletter, please contact Angel Backes at [Angel.Backes@mpers.org](mailto:Angel.Backes@mpers.org).

### **Board Meeting Dates for 2020**

April 24, 2020 (Friday)

June 18, 2020 (Thursday)

September 24, 2020 (Thursday)

November 19, 2020 (Thursday)