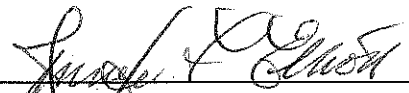


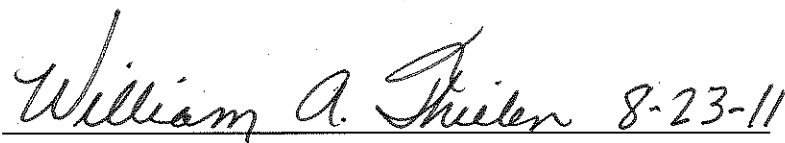
# **KENTUCKY RETIREMENT SYSTEMS TRUSTEES EDUCATION PROGRAM**

**Adopted: November 20, 2008**

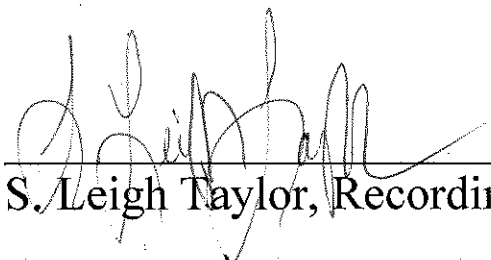
**Amended: August 18, 2011**

This will confirm that, in accordance with the provisions of KRS 61.645(18), the Board of Trustees of Kentucky Retirement Systems adopted the Kentucky Retirement Systems Trustees Education Program at its meeting held on August 18, 2011.

  
\_\_\_\_\_  
Jennifer L. Elliott, Chair  
Board of Trustees of Kentucky Retirement Systems

  
\_\_\_\_\_  
William A. Thielen, Interim Executive Director  
Kentucky Retirement Systems

Attest:

  
\_\_\_\_\_  
S. Leigh Taylor, Recording Secretary

# **KENTUCKY RETIREMENT SYSTEMS TRUSTEES EDUCATION PROGRAM**

## **Chapter 1**

### **Definitions**

- 1) "Approved activity" is a trustee education activity that has been approved for required credit hours of training by the Board or the Executive Director.
- 2) "Trustee education activity" is any educational activity or program which provides instruction in one or more of the following areas:
  - a) retirement benefits;
  - b) benefits administration;
  - c) investment concepts;
  - d) investment policies;
  - e) administration of retirement systems investments;
  - f) statutes governing Kentucky Employees Retirement System (KERS), County Employees Retirement System (CERS), and State Police Retirement System (SPRS);
  - g) administrative regulations governing KERS, CERS, and SPRS
  - (h) by-laws of the Board;
  - (i) case law, statutes, administrative regulations, or other application authority regarding being a fiduciary;
  - j) actuarial and financial concepts of retirement systems
- 3) "Program" is the Kentucky Retirement Systems Trustees Education Program incorporated by reference in 105 KAR 1:440.
- 4) "Technological transmission" is a trustee education activity delivery method other than live seminars and includes video tape, audio tape, live broadcast transmission, satellite simulcast, teleconference, video conference, CD-ROM, data conference, computer on-line services, or other appropriate technology as approved by the Board of Trustees of Kentucky Retirement Systems.

- 5) "Board" is the Board of Trustees of Kentucky Retirement Systems.
- 6) "Executive Director" is the Executive Director of Kentucky Retirement Systems or designee.
- 7) "Credit hour" is sixty (60) minutes of actual time spent on trustee education activities, which may be accrued in increments of not less than fifteen (15) minutes.

## **Chapter 2**

### **New Trustee Orientation Program**

- 1) After a new trustee is sworn in as a member of the Board, the new trustee shall be required to complete a total of eight (8) credit hours of trustee education activities. The Executive Director shall make available to the new trustee education activities and may approve other trustee education activities for fulfilling the requirements of this program.
- 2) The New Trustee Orientation Program shall include training in each of the categories listed in Chapter 1, Section 2 of this program. The New Trustee Orientation Program shall emphasize legal and fiduciary responsibilities of trustees, including, but not limited to, presentations on these topics by independent third party experts. The trustees shall also be informed about the operations of Kentucky Retirement Systems through presentations by the Executive Director, the Chief Investment Officer, the Chief Benefits Officer, the Chief Operations Officer, the General Counsel, the Senior Health Advisor, the Internal Audit Director, the Information Security Officer, and other qualified staff members designated by the Executive Director.
- 3) The new trustee shall complete the New Trustee Orientation Program within three (3) months following the date that the new trustee is sworn in as a member of the Board of Trustees of Kentucky Retirement Systems. If a new trustee fails to complete the New Trustee Orientation Program within three months following the date the new trustee is sworn in then the retirement system shall withhold payment of all per diems and travel expenses due to the trustee until such time as the trustee completes the New Trustee Orientation Program.
- 4) Each trustee attending an approved activity for the New Trustee Orientation Program shall certify on a form that the trustee attended the approved activity and the total number of hours earned. The Executive Director shall provide a certification form.
- 5) The Executive Director shall maintain a record of all trustee education activities attended by each trustee. Within twelve (12) months following the date that the new trustee is sworn in as a member of the Board of Trustees of Kentucky Retirement Systems, the Executive Director shall report in writing to each new trustee whether the new trustee has complied with the requirements of this program. The report shall include the number of credit hours earned and any remaining credit hours that need to be earned to fulfill the requirements of this program.

## **Chapter 3**

### **Annual Required Training**

- 1) Each calendar or fiscal year after completing the New Trustee Orientation Program, each trustee serving on the Board shall complete a minimum of twelve (12) hours of trustee education activity.
- 2) The Executive Director shall make available trustee education activities and may approve other trustee education activities for fulfilling the requirements of this program.
- 3) Each trustee attending an approved activity shall certify to the Executive Director that the trustee attended the approved activity, the number of credits attended in each activity listed in Chapter 1 Section (2) of this program, and the total number of credits earned. The Executive Director will provide a certification form.
- 4) Certification of completion of approved activities must be received by the Executive Director not later than thirty (30) days following the last day of the calendar or fiscal year. If a trustee fails to complete the annual required training then the retirement system shall withhold payment of all per diems and travel expenses due to the trustee until such time as the trustee completes the annual required training.
- 5) The Executive Director shall maintain a record of all trustee education activities attended by each trustee. On June 30 of each year, the Executive Director shall report in writing to each trustee the number of credit hours earned by the trustee during the previous fiscal year and current calendar year and how many credit hours the trustee needs to earn to fulfill the annual training requirements.

## **Chapter 4**

### **Qualifying Trustee Education Activity**

- 1) A trustee education activity not provided by the Executive Director qualifies for approval if the Executive Director or the Board determines that the activity conforms to the following standards:
  - a) The activity is an organized program of learning (including a course of study, workshop, symposium or lecture) which provides instruction in one of trustee education activities listed in Chapter 1 Section (2) of this program.
  - b) The activity has significant intellectual or practical content which is timely.

- c) The activity has as its primary objective to increase the participant's knowledge regarding one of the subjects listed in Chapter 1 Section (2) of this program.
  - d) The activity must be offered by a sponsor having substantial, recent experience in offering education and training on one of the subjects listed in Chapter 1 Section (2) of this program. Demonstrated ability arises partly from the extent to which individuals with appropriate credentials, education, and experience are involved in the planning, instruction and supervision of the activity.
  - e) The activity itself must be taught and conducted by an individual or group qualified by practical or academic experience. The activity, including the named advertised participants, must be conducted substantially as planned, subject to emergency alterations.
  - f) Thorough, high-quality, readable, timely, useful and carefully prepared written materials must be made available to all participants at or before the time the activity is presented, unless the absence of such materials is recognized as reasonable and approved by the board. A brief outline without citations or explanatory notations will not be sufficient.
  - g) The activity may be presented live or by technological transmission, including: video tape, audio tape, live broadcast transmission, satellite simulcast, teleconference, video conference, CD-ROM, data conference, computer on-line services, or other appropriate technology as approved by the board. If presented by technological transmission as set forth above, the transmission, tape, or other technologically-transmitted activity must be produced from an activity submitted and approved by the board. Activities presented by technological transmission shall be accredited for the educational year during which they are produced to guarantee timeliness of content. Activities including audio components must have high quality audio reproductions so that listeners may easily hear the content of the activity. Activities including video components must have high quality video reproductions so that observers may easily view the content of the activity.
- 2) The Executive Director shall provide information to trustees on approved activities not provided by the Executive Director.