

Personnel/Payroll Association

Agenda – July 29, 2008



We Can Put It All Together!

Welcome! (5 minutes)

Wendy Harris, PPA Chair, DOC

DOP Update (20 minutes)

HRMS Upgrade – Status
HRMS Communications and Tips – Search OLQR

Cherie Willhide / Dennis Gustafson, DOP
Nadine Cummings, DOP

Sick Leave Payout (Separation) (30 minutes)

Cross-Agency Group

About e Employees who separate state employment due to retirement or death are compensated for unused sick leave at the rate of twenty-five percent. Compensation is based on the employee's salary at the time of separation. Compensation may be direct, or may be deposited in a medical expense plan.

Learn e This presentation will cover procedures, circumstances, and reports associated with Sick Leave Payout. **Note:** The **annual** (January) Sick Leave **Buyout** process will be covered in the November 2008 PPA Meeting for HRMS Year-End Processes.

VEBA MEP (30 minutes)

Brian Riehs, VEBA Service Group, LLC

About e A vast majority of state agencies participate in the VEBA MEP, a tax-free health reimbursement arrangement (HRA) that can be used to pay or reimburse qualified out-of-pocket healthcare costs and insurance premiums for an employee/retiree, spouse, and qualified dependents. The account is funded with compensable unused sick leave at retirement.

Learn e The presentation will cover a general plan overview, process for enrollment, what an employee/retiree can expect, and information to ensure smooth ongoing administration of their VEBA MEP.

Retiree Return to Work (20 minutes)

Brian Berghoff, DRS

About e PERS, TRS, and SERS Plan 2 and 3 members who choose to retire using the 2008 Early Retirement Factors (ERF) are ineligible to receive benefits while working in any compensated capacity for a retirement system-participating employer.

Learn e This presentation provides the most current information available to employers. You will learn what you need to know to effectively manage the new requirements associated with hiring 2008 ERF retirees. The 2008 ERF is effective 7/1/2008 (PERS) and 9/1/2008 (SERS and TRS) and pertains to retirees who have not reached the age of 65 and who are interested in returning to employment with a DRS-covered employer.

Break (10 minutes)

Employee Separation Packet (20 minutes)

Cross-Agency Group

About e Many actions are required when employees separate from an agency or state service - from collecting office keys, parking passes, and laptops to removing the employee from distribution lists, notifying payroll, and staging exit interviews. Having forms and checklists help to keep track of these important processes.

Learn e Review employee separation forms, checklists, processes, and exit interview templates from GA, DSHS, LCB, ESD, and DOP. Special presentation and demo by DOP E-Recruiting on Portal Internal to External process.

Worker's Compensation – Time Loss Recovery (Sick Leave) (40 minutes)

Cross-Agency Group

About e Agencies must deal with various circumstances depending on how employees may choose to use leave or leave without pay for injury absences, and any subsequent Worker's Comp Time Loss payments received. Workers' compensation (industrial insurance) provides no-fault industrial insurance benefits to most workers and employers in Washington who are injured in the course of their employment or develop an occupational disease as a result of their required work activities.

Learn e This presentation covers what type(s) of leave are recovered and why; how buybacks are calculated (including Loss of Earnings Power [LEP]); pay recovery and leave restoration process; options for obtaining service credit from DRS while on time loss.

Closing (5 minutes)

Wendy Harris
