# EDUCATION AND OTHER RESOURCES

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The information provided in this publication is for your convenience and reference as a general guide only and cannot be relied upon as an authoritative source for the law, practices, or policies of CalPERS. While CalPERS tries to include only accurate, timely and complete information in its publications, summaries, guidelines and other advisory printed materials, sometimes information provided in printed materials may be or become inaccurate, untimely, incomplete, unclear or misleading. In all instances, the law then in effect, not this publication, controls the application of the Public Employees’ Retirement Law. It is the reader’s responsibility to independently verify the accuracy of the information contained in this publication before engaging in a course of action.
CALPERS EDUCATION AND EVENTS

CalPERS provides various education and training offerings to assist you and your employees in conducting business with CalPERS as well as learn about member benefits. You can find important information, additional resources, and quick tips to help you maximize the services we offer by viewing the education pages on CalPERS On-Line.

CalPERS also provides special request Employer Business rules and my|CalPERS System Training for those Public Agency and School Employers that need additional assistance with determining CalPERS membership eligibility and reporting responsibilities.

TYPES OF TRAINING
In order to accommodate individual learning styles, we provide different types of training to help you conduct business with CalPERS.

ON-LINE TRAINING
Online training modules provide a convenient, self-directed, and self-paced training experience. Requiring only the use of a computer with Internet connection and Adobe Flash Player, participants can access this type of training 24 hours a day, seven days a week.

INSTRUCTOR-LED TRAINING
Our instructor-led training (ILT) classes are classroom style training where each participant will follow along with an instructor through scenarios associated with each lesson.

These ILT hands-on classes are delivered onsite at CalPERS Regional Offices and select alternate locations.

Log in to my|CalPERS and select the Education tab to view a list of available ILTs and register for courses.

WEBINAR TRAINING
Webinars are instructor-led training offered via Web conferencing technology. Using a simulated my|CalPERS environment, instructors remotely guide participants through specific scenarios associated with each lesson. Webinars are convenient because you can have more staff trained without the time and expense of travel.

Instead, your employees can learn together, ask questions, and receive feedback instantly using both audio and text chat tools. In addition, more staff can be trained at once since webinars can be held in a conference room. Webinars require only the use of a computer, Internet connection, and a free Web conference tool.

EMPLOYER EDUCATION
Our classes provide you valuable information about CalPERS membership, accurate reporting, your role in employee benefits, and available online resources.

EMPLOYER CLASSES

my|CalPERS System Training Classes
In our instructor-led my|CalPERS system training classes, you'll learn how to submit your agency's health, membership, and payroll transactions. New classes are added regularly and are filled on a first-come, first-served basis.

For information on upcoming training dates and locations, please view the my|CalPERS System Training page at the following link: my|CalPERS Training Classes

Employer Business Rules
In addition to my|CalPERS system training, CalPERS offers Employer Business Rules classes. These 3-hour classes are designed for Public Agency and School employers that conduct business with CalPERS. The classes outline your reporting responsibilities and provide employer-specific business rule education on membership, compensation, payroll, benefits, and more.

The current schedule and more information on upcoming Employer Business Rules can be viewed on CalPERS Online at: Business Rules Training Classes

If you prefer to take an online course or are unable to attend an instructor-led class, business rule training is always available in my|CalPERS through the Education tab. Here you'll be able to access the information you need regarding contracts, membership eligibility, compensation, and more.

How to Enroll
To register for an instructor-led my|CalPERS system training class or an Employer Business
Rules class, log in to myCalPERS and enroll through the Education tab.

You may enroll yourself or your employees by performing the following steps:

- From the Education tab, select the Select a Class link.
- Select the class title link.
- From the Class Details page, select the Enroll link.
- Select who you would like to enroll (i.e., yourself, your employees, or both).
- Select the Next button to enter contact information for each enrollee.

If you need assistance or have any questions, please contact the CalPERS Customer Contact Center at 888 CalPERS or (888-225-7377).

**Disability Retirement Workshops**

CalPERS Customer Service and Outreach Division sponsor the Benefit Services Division, Disability Section, who conduct Disability Retirement workshops. The three-hour workshop is an interactive process intended to benefit the Human Resources personnel, Return-To-Work Coordinators, Health & Safety Officers, Risk Managers, and other interested employer and employee representatives. These workshops provide information on all aspects of disability and industrial disability retirement, local safety, reinstatement, employment after retirement issues, and include Q & A opportunities.

For workshop information, select the following link:

**CALPERS ANNUAL EDUCATIONAL FORUM**

CalPERS holds a three-day Educational Forum every Fall. The Forum provides employers the opportunity to get the most up-to-date CalPERS information, attend classes, and talk to CalPERS Board members and staff at this event focused entirely on employer topics. Registration materials are generally mailed in August.

If you have not attended this popular event before and would like to be placed on our direct mailing list, please e-mail your request to: calpers_conference@calpers.ca.gov.

**MEMBER EDUCATION**

Our member education classes provide your employees with valuable information about their CalPERS membership benefits, savings and health programs, and available online resources.

**MEMBER CLASSES**

**WEBINARS**

CalPERS currently offers the following webinars:

- Planning Your Retirement Webinar
  This free two-hour webinar will provide information about your CalPERS benefits and the retirement process.

- Your Retirement Application and Options Webinar
  Learn about retirement options and how to complete your service retirement application.

**EMPLOYER-SPONSORED RETIREMENT PLANNING CLASSES FOR MEMBERS**

CalPERS Regional Office staff conduct employer-sponsored retirement planning classes at the employer’s facility. The class provides customized explanations of the employee benefits offered by the employer. A minimum audience of 20 is recommended to request an employer-sponsored class. If the audience will be less than 20, please contact CalPERS.

To request an employer-sponsored class, call CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377).

**RETIREMENT CLASSES FOR MEMBERS**

CalPERS Regional Office staff conduct Retirement Planning Classes throughout California to help members prepare for retirement. We offer five classes based on a member’s career life cycle. All five classes are available as in-person classes or online classes.

**NEW CALPERS MEMBER**

This class is for members who are new to the CalPERS retirement system. Members receive an overview of CalPERS programs and benefits.
CONTINUING CALPERS MEMBER
This class is for members who are not yet ready to retire but want more information about CalPERS benefits and programs.

PLANNING YOUR RETIREMENT
This class is for members nearing retirement and is designed to help members plan and prepare for retirement.

COMPLETING YOUR RETIREMENT APPLICATION
This class is for members who are ready to retire. It provides detailed information on the step-by-step process of filling out the retirement application.

RETIRED CALPERS MEMBER
This class is for members who have already retired. The class provides retirees with information about CalPERS programs and provides a refresher on retirement benefits.

HOW TO ENROLL
Advise your employees to log into myCalPERS, select my education, then “Select a Class” to find a date and time. Active member class schedules are regularly provided to the Human Resources Divisions of all CalPERS employers.

Schedules for member classes are established twice a year, in April and October. Enrollment is on a first-come, first-served basis and is free to all members and their spouses.
Deferred compensation is an employer-sponsored benefit that allows employees of an employer to defer a portion of pre-tax salary and direct how the deferral is invested. Both the deferral and the earnings on investment are shielded from income tax until the money is taken, usually in retirement.

Legislation enacted in 1991 (G.C. sections 21670 and 21671) granted the CalPERS Board authority to develop a deferred compensation program to offer to public agencies and their participating employees. This authority allows CalPERS to offer any federally sanctioned retirement savings plan, including a deferred compensation plan qualified under Section 457 of the Internal Revenue Code.

After three years of research and development, CalPERS developed a program that leverages the economies of scale inherent in the $250 billion public retirement system. The CalPERS 457 Program provides state-of-the-art deferred compensation services at a low cost to participating public employees. All assets are held in trust for the exclusive benefit of participants by the CalPERS Board.

**PROGRAM FEATURES**
- Full trust protection
- Investment options designed specifically for retirement savings and managed under CalPERS supervision
- State-of-the-art customer services
- Comprehensive administrative services including custody, recordkeeping, management, and marketing
- A simplified fee structure

**CORE INVESTMENT OPTIONS**
- Money Market Fund
- Stable Fixed Income Fund
- Bond Fund
- Actively Managed, Large Cap Equity Fund
- S&P 500 Equity Index Fund
- Actively Managed, Small Cap Equity Fund
- Russell 2000 Equity Index Fund
- International Equity Fund
- Asset Allocation Fund

The funds are invested by a combination of in-house staff and external investment managers currently affiliated with the retirement system. This capitalizes on CalPERS economies of scale by employing the investment management expertise of CalPERS staff, augmented by the use of external investment managers under CalPERS supervision. This allows the program to offer institutionally managed funds with significantly lower management fees, compared to retail mutual funds, and pass those savings along to participants. It also gives CalPERS overall control over the program and management of the funds.

FDIC-insured bank certificates of deposit (CDs) and access to over 5,000 retail mutual funds through a self-managed brokerage account (SMA) are also offered.

State Street Bank and Trust has been retained as the program administrator to provide custody, recordkeeping and general administrative services, including marketing, communications, enrollment, and customer service. Plan services are state-of-the-art and include:

- Daily processing and daily fund transfer capabilities.
- Live customer service representatives with full access to online information.
- Automated Voice Response System and Internet access allows transactions 24 hours a day to make changes to investments.
- Contributions and enrollments can be changed if the agency’s payroll is automated.
- Educational and promotional materials for the employer and employee.
- Service representatives available to conduct meetings and enroll or counsel participants and employers at the employer’s location.
The fee structure (G.C. sections 21675 and 21677) for the program is simple with no hidden charges. There are no front or back-end sales charges, transaction charges, or fixed fees. Depending on the specific investment funds selected by an individual, most participants will pay total fees of less than 1 percent.

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<tr>
<th>Administration Fees:</th>
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<tr>
<td>Plan Administration Fee:</td>
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<td>.26% of assets</td>
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<tr>
<th>Investment Advisory Fees:</th>
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<tr>
<td>Stable Fixed Income Fund</td>
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<tr>
<td>.25% of assets</td>
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<tr>
<td>Money Market Fund:</td>
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<tr>
<td>.29% of assets</td>
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<tr>
<td>Bond Fund</td>
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<tr>
<td>.29% of assets</td>
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<tr>
<td>S &amp; P 500 Equity Index Fund</td>
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<tr>
<td>.09% of assets</td>
</tr>
<tr>
<td>Large Cap Equity Fund</td>
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<tr>
<td>.63% of assets</td>
</tr>
<tr>
<td>Russell 2000 Equity Index Funds</td>
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<tr>
<td>.23% of assets</td>
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<tr>
<td>Small Cap Equity Fund</td>
</tr>
<tr>
<td>.68% of assets</td>
</tr>
<tr>
<td>International Equity Fund</td>
</tr>
<tr>
<td>.68% of assets</td>
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<tr>
<td>Asset Allocation Fund</td>
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<tr>
<td></td>
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<tr>
<td>Conservative Portfolio</td>
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<tr>
<td>.6795% of assets</td>
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<tr>
<td>Moderate Portfolio</td>
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<tr>
<td>.6443% of assets</td>
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<td>Aggressive Portfolio</td>
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<td>.6696% of assets</td>
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<tr>
<th>Investment Management Subtotal</th>
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<td>.09% to .68%</td>
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For any questions and more information on the Deferred Compensation Program, please call the CalPERS Information Line at 1-877-557-3655 to speak to a Participant Service Representative.
The California Employers’ Retiree Benefit Trust (CERBT) Fund is an investment vehicle that can be used by California public employers, including State agencies to prefund future retiree health and Other Post Employment Benefit (OPEB) costs.

**OVERVIEW**

The CERBT Fund is a Section 115 Trust set up for the purpose of receiving employer contributions that will prefund health and other post-employment benefit costs for retirees and their beneficiaries. By joining this trust fund, all California public employers can help finance future OPED costs in large part from the investment earnings provided by CalPERS. Just as earnings from invested retirement contributions cover $3 of every $4 spent in pension benefits, the CERBT intends to generate investment earnings to apply toward OPEB obligations.

**WHY PREFUND?**

- Prefunding enables you to make actuarially determined periodic contributions to partially or completely fund your future obligations.
- Enhances financial security for retirees.
- Earnings on assets reduce employer contributions.
- May prevent your net OPEB obligation from becoming a significant liability on your balance sheet.
- Can contribute to a positive credit rating.

**BENEFITS OF INVESTING WITH CALPERS**

- 80 years’ experience in administering employer-sponsored pension plans for public employees since 1932.
- CalPERS is the largest public pension system in the U.S., managing more than $200 billion in assets for more than 3,000 California employers and a history of exceptional risk-adjusted investment performance.
- CalPERS has an outstanding record of investment performance. Over the past 20 years, CalPERS has averaged a 10 percent rate of return on our investments.
- Low administrative fees.
- As an agency of the State of California, CalPERS is required to cover all operational costs and to retain no profit. We seek to provide the lowest cost service to all participating agencies, irrespective of size or financial resources. For these reasons, the CalPERS OPEB trust is organized to charge a single cost rate to all participating agencies. The cost charged to participating employers is based on the average daily balance of assets.
- Dedicated employer service specialists and quality customer service.
- CalPERS has a seasoned team of investment professionals with a proven track record and is dedicated to meeting the needs of our participants and beneficiaries, while minimizing the cost to employers.

**INFORMATION FOR NON-PEMHCA AGENCIES**

AB 554 (Chapter 318, statutes of 2007) became law on January 1, 2008. California public employers can join the CERBT to prefund OPEB obligations:

- Local government employers can participate in the fund even if they are not currently affiliated with CalPERS.
- The requirement to contract for health benefits through CalPERS has been dropped.
CERBT Fund Workshops
CERBT Fund Workshops provide information about our trust fund and other services we offer to prepare you to measure, report, and prefund OPEB liabilities. The following subjects are covered in the workshops:

Features and Benefits of the CalPERS CERBT Program
In this workshop, you will find solutions on how to pay for OPEB liabilities through the CERBT Fund. All employers are encouraged to attend. Topics include:

- Investment fiduciary responsibility
- Accounting compliance
- World class investment management
- Program simplicity
- New asset investment allocation strategies
- Lowest cost services

CERBT Administration and Education
In this workshop, you will learn about the administration and processes of the CERBT Fund. All employers are encouraged to attend. Topics include:

- New asset allocation strategies
- Contributions and disbursements
- Accruals
- Alternative Measurement Method (AMM)
- Valuation renewals
- End of the year financial reporting

For more information on CERBT, call the CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) or visit the CalPERS Website at: www.calpers.ca.gov/CERBT or email to: CERBT4U@calpers.ca.gov.
The CalPERS Health Benefits Program is governed by the Public Employees’ Medical and Hospital Care Act (PEMHCA) of the California Public Employees’ Retirement Law (G.C. sections 22750 and 22777). The program was established in 1962 to purchase health care for employees of the State of California, including the California State University System (CSU). In 1976, legislation was passed to allow other public employers, such as cities, counties, and school districts, to join the program. Currently, CalPERS provides health benefits to over 1.3 million covered lives.

Effective January 1, 1986, a school district, County Board of Education, County Superintendent of Schools, or a personnel commission of a school district may contract for health insurance coverage through CalPERS (G.C. sections 22856 and 22857).

Contracting Public Agencies must offer all eligible active and retired employees an opportunity to enroll in a CalPERS health plan of their choice (G.C. sections 22830 and 22853). All employers are required by statute to contribute towards the cost of the health plan premium. Premiums and health plan benefits are approved annually by the CalPERS Board of Administration.

The CalPERS Health Benefits Program offers a choice of health plans to provide Basic coverage to active employees and Supplement to Medicare and Managed Medicare coverage for retired members. Eligible enrollees can choose between a variety of Health Maintenance Organizations (HMOs), Preferred Provider Organizations (PPOs), and employee association plans.

**HMOs**
CalPERS offers several HMOs, each serving specific geographic areas. Except for out-of-area emergencies, HMO members receive all their care from HMO doctors with a small co-payment for most services and supplies.

**PPOs**
CalPERS offers three self-funded PPO plans – PERSCare, PERS Choice and PERS Select. PERS Select is available in all California counties except: Alameda, Marin, Placer, and Solano. Members must reside or work in one of the 54 counties in which PERS Select is available to enroll in the plan. PERSCare and PERS Choice offer a PPO network through Blue Cross of California, with nationwide affiliations. PERSCare and PERS Choice offers out-of-area and worldwide coverage.

**Employee Association Plans**
CalPERS offers employee association health plans. An enrollee must belong to the specific employee association and pay applicable dues to enroll in one of these plans.

For further information on the CalPERS Health Benefits Program, you may contact the CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) or visit the CalPERS Website at www.calpers.ca.gov
The CalPERS Long-Term Care Program offers long-term care benefits as an option to members. It is not an employer-paid benefit and is entirely funded by member premiums and investment of those premiums.

The Program is available to all current California public employees, retirees, their spouses, parents, parents-in-law; adult children and adult siblings between the ages of 18 and 79 are eligible to apply for coverage. Eligible public employees include, but are not limited to, those employed by the State of California and all State departments, state Assembly and Senate, judicial systems, school districts, cities, counties, special districts, public universities and community colleges.

The Long-Term Care Program is accepting applications. Please select the previous link or call 1-800-982-1775 for more information.