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The Public Employees’ Retirement System of Mississippi is committed to providing secure retirement benefits to our members and consistently delivering quality service by meeting our customers’ needs, operating efficiently and transparently, investing and managing assets prudently, and acting in the best interest of all members.

Content in this manual is Effective April 1, 2017

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General Responsibilities
System Head

The executive director is designated as the head of the Public Employees’ Retirement System of Mississippi (the System) for the purpose of leading the System and conducting all business for the System. He or she shall act for and on behalf of the Board of Trustees and the System in its relationship with the United States of America, the state of Mississippi, all covered entities, participants, and parties having contracts or other business with the System, and the general public.

The executive director shall execute all contracts for and on behalf of the System.

The executive director shall have the primary responsibility for advising the Board in all investment decisions and shall discharge his or her duties with appropriate prudence, care, skill, discretion, and diligence.

The executive director shall have the primary responsibility of recommending the services of an actuary and presenting the actuary’s report and recommended contribution rates to the Board.

The executive director shall be responsible for the effective and efficient operations of the System, which includes the Public Employees’ Retirement System of Mississippi (PERS), the Mississippi Highway Safety Patrol Retirement System (MHSPRS), the Municipal Retirement Systems (MRS), the Supplemental Legislative Retirement Plan (SLRP), the Mississippi Deferred Compensation Plan & Trust (MDC), the Optional Retirement Plan (ORP), the Retiree Medical Insurance Plan, the Retiree Group Term Life Insurance Plan, and any other area of operation of the System.

Authority to Designate

The executive director has the authority to delegate, assign, or otherwise designate staff to assist in or execute the duties outlined in this manual.
Coverage Agreements

The executive director shall execute all agreements by and between the System and any entity desiring coverage under either Article I or III of Miss. Code Ann. (1972, as amended). It is the intent of the Board to extend coverage to all who desire it and who are legally qualified. The executive director will take necessary action to secure coverage to all qualified entities.

Supervision of Agreements

The executive director shall be responsible to the Board to ensure that all entities covered by the System faithfully comply with System statutes and agreements with the System; ensure that all provisions are liberally construed for the benefit of covered participants and their dependents; and extend coverage under Article I and III of Miss. Code Ann. (1972, as amended) to all who seek coverage and who may be legally entitled to the protection of the coverage.
Social Security

The executive director and/or his or her designee shall represent and speak for the System in all matters relating to Social Security coverage and make his or her best efforts to ensure that all who are covered by the System have the opportunity to obtain coverage under the Social Security Act. The executive director shall execute all agreements with the Social Security Administration for and on behalf of the System.

The executive director shall be responsible for all elections required under the Agreement with the Social Security Administration.

For Reference
Board Resolution
Effective/Revised Date: 2/16/1988; 7/1/1991

Administrative Responsibility

The executive director shall be responsible for the general office of the System, which will give effect to all requirements of Articles I and III of Miss. Code Ann. (1972, as amended) and provide a place for board meetings and an adequate system of books, accounts, and records.

The executive director shall provide for procedures to ensure that all assets received by the System are credited according to the purpose for which they are held. The executive director shall keep all books, accounts, and records in the general office located in the PERS building, which is situated at 429 Mississippi Street, Jackson, Mississippi 39201-1005. These documents shall be public records, except for individual member records. The System shall not disclose the name, address, or contents of any individual member record without the prior written consent of the individual to whom the record pertains, except as may otherwise be provided by law or regulation.

The executive director shall have the overall responsibility for the preparation and submission of the administrative rules for the agency. He or she shall compile the appropriate regulations and submit them to the Board of Trustees for review and approval.

For Reference
§ 25-11-119(3), 25-11-17
Effective/Revised Date: 3/15/1985; 7/1/1991; 4/1/2017
Professional Contracts

The executive director shall determine all professional needs of the System and recommend to the Board appropriate parties to meet those needs. The executive director shall recommend to the Board professionals who possess the education, training, qualifications, and experiences required by the System to fully meet its needs under the circumstances.

The executive director shall recommend to the Board all legal contracts for the employment of counsel for the System; adequate physicians to comprise the Medical Board and Disability Appeals Committee; an actuarial firm to execute all studies required or appropriate for the System; and adequate financial managers to fully protect the System in accordance with the investment policies and procedures adopted by the Board.

Relationship with the Legislature

The executive director shall represent the System in all matters before the Legislature or any committee of the Legislature. No other person has the authority to speak for and on behalf of the System before the Legislature or any of its committees. However, the executive director may, as he or she considers appropriate, request board members or designate staff members, investment advisors, or actuaries to appear before the Legislature.
Budget

The executive director shall have the overall responsibility for the preparation and submission of the operating budget for the agency. He or she shall compile the appropriate budget(s) and submit them to the Board of Trustees for review and approval.

After approval by the Board, the executive director shall monitor the overall budgetary process and ensure that the System operates within the adopted budget, that all contracts and the purchase of goods and services are made lawfully, and that sufficient funds are available within the current budget prior to the expenditure.

Annual Report

The executive director shall be responsible for the publication of a Comprehensive Annual Financial Report (CAFR), which will be presented to the Board of Trustees. This report will outline the fiscal transactions of the System for the preceding fiscal year, the amount of accumulated cash and securities of the System, a statement of income and expenditures, a statement of investments acquired and disposed of, and a balance sheet showing the financial condition of the System by means of an actuarial valuation of the System’s assets and liabilities.

The executive director shall also publish the Popular Annual Financial Report (PAFR), a synopsis of the CAFR.

In the preparation of these reports, the executive director shall use generally accepted accounting principles as adopted and promulgated by the Governmental Accounting Standards Board (GASB). The executive director shall submit these annual reports to the Government Finance Officers Association for consideration for the issuance of a certificate of conformance.
Approved Forms

The executive director or his or her designee shall maintain all forms approved for use by the system. The executive director should review and give final approvat on any and all changes to forms before they are presented to the public to ensure quality, consistence, and accuracy of forms.

The System shall encourage the use of these forms only, but may accept any document that reasonably conveys the requested information to the System.

No document shall become official until received in good order by the executive director as custodian of all records and files of the System.

For Reference
Board Resolution
Effective/Revised Date: 2/16/1988; 7/1/1991

Authority to Sign Correspondence

The executive director shall designate persons who may sign documents, including correspondence and other communications, for and on behalf of PERS.

The executive director shall ensure that no other person executes any official document except as provided herein.

For Reference
Board Resolution
Effective/Revised Date: 2/16/1988; 7/1/1991
Violations

The executive director shall have the sole responsibility for determining a course of action in response to violations of any criminal laws relative to the agency or to the System. In determining a course of action, he or she should first seek legal advice with the System’s attorney.

The executive director may designate staff, as he or she considers appropriate, to assist him or her in these matters.

For Reference

§ 25-11-131
Elections

It is the duty and responsibility of the executive director to conduct all elections for membership on the PERS Board of Trustees. The executive director shall follow election procedures as outlined by PERS Board Regulation 17, *Election of Members of the Board of Trustees of the Public Employees’ Retirement System of Mississippi*.

The executive director shall provide an oath of office form to each board member and shall ensure each form is properly executed prior to being filed with the Secretary of State’s office.

Any complaint in reference to the election process must be filed with the executive director, who shall take the necessary actions and advise the Board.

Minutes

The executive director shall serve as secretary of the Board of Trustees. He or she shall develop the agenda for each board meeting and prepare and distribute the minutes of each board meeting, committee meeting, or work session.

In preparation for each board meeting, the executive director shall send the proposed board minutes, all other appropriate minutes, and work documents to each board member.

The executive director shall maintain the final minutes of each meeting. All board meeting minutes shall be available to the public.
Notices

The executive director shall notify board members of all special meetings, committee meetings, work sessions, or any other meeting requiring notice. He or she shall ensure that PERS complies with open meeting laws.

Required Studies

The executive director shall keep the Board fully advised on all required or appropriate studies so that the Board may determine the necessary course of action in a timely manner. When the Board has approved certain actions relative to a study, the executive director may undertake all studies and enter into contracts or agreements for their completion in subsequent years.
Board Travel

Upon Board approval, the executive director’s office may assist all board members with their official travel arrangements. All travel by Board members shall be made in accordance with applicable statutes and travel regulations established by the Mississippi Department of Finance and Administration.

The executive director shall also notify the Board of any board member’s official travel.

The executive director shall maintain all records of official Board travel, which shall be published in the System’s budget request.

For Reference
Board Resolution
Effective/Revised Date:
2/16/1988; 7/1/1991
Responsibilities to Staff
Employment Practices

The executive director shall approve the employment of all staff. In doing so, the executive director shall ensure compliance with the rules and regulations of the Mississippi State Personnel Board.

The executive director shall have the authority and responsibility of conducting all disciplinary matters relative to PERS staff, including dismissals. In conducting disciplinary matters, the executive director shall ensure compliance with the rights of the staff and the rules and regulations of the Mississippi State Personnel Board.

Attendance and Leave Policy

The executive director shall develop a policy to implement personal and sick leave procedures for all employees in compliance with applicable statutes and Mississippi State Personnel Board policies. This policy shall ensure that each employee receives proper credit for leave based on years of service; an accurate record of all leave used by each employee is maintained; and each employee terminating is awarded leave in such form as may be appropriate.

For Reference

§25-3-91 through 25-3-99

Effective/Revised Date:
7/1/1984; 7/1/1991
Staff Travel

The executive director shall approve and supervise all travel by employees of the System. All travel by staff members shall be made in accordance with applicable statutes and travel regulations established by the Mississippi Department of Finance and Administration. No travel by any staff member may be paid until the travel request is approved by the executive director or his or her designee.

For Reference

§ 25-3-41
Effective/Revised Date: