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PSRS at a Glance

<h3>Security of a Defined Benefit Plan</h3> <ul style="list-style-type: none"> • Service retirement benefits are payable for life with five-year vesting. • Benefits are not based on your contributions and interest at retirement. • Benefits are based on a formula that takes into consideration a benefit factor, years of service and salaries on record. • Benefits are paid on the last working day of each month. • During retirement you are eligible to receive cost-of-living adjustments on your retirement benefits as granted by the PSRS/PEERS Board of Trustees. • A \$5,000 death benefit is payable upon your death as a retiree. 	<h3>Contributions</h3> <ul style="list-style-type: none"> • You contribute a tax-deferred percentage of your gross salary plus employer-paid health, dental and vision insurance premiums. • Your contributions earn interest each June 30. • Your contributions and interest are always returned to you or your beneficiary.
<h3>Professional Investments</h3> <ul style="list-style-type: none"> • Investment decisions are handled by PSRS' professional investment staff and managers. • PSRS is a long-term investor, pooling risk and professionally investing assets. • Because PSRS invests total assets of the fund, investments are more cost-effective than those of individual investors. 	<h3>Service Purchases</h3> <ul style="list-style-type: none"> • All members are eligible to purchase some type of service before retirement. • Reinstating or purchasing service increases your total service, which may allow you to retire sooner and/or increase your benefit amount. • Members who have forfeited PSRS service by taking a refund can reinstate the service to their current membership.
<h3>Membership Eligibility</h3> <ul style="list-style-type: none"> • Membership is required for certificated employees of covered employers who work the full school day, or at least the same number of hours as required for such a position and at least 600 hours during the school year. • Certificated employees employed less than full-time but for at least 17 hours per week on a regular basis in a position that normally requires the employee to work at least 600 hours during the school year are automatically PSRS members unless they choose within 90 days of first part-time employment to be a member of the Public Education Employee Retirement System of Missouri (PEERS). 	<h3>Disability Benefits</h3> <ul style="list-style-type: none"> • If you develop an illness or sustain an injury that prevents you from working in any capacity, you may be eligible for PSRS disability benefits. • Specific qualifications must be met in order to receive these benefits. <h3>Survivor Benefits</h3> <p>Three types of benefits are provided for beneficiaries of members who die before retirement:</p> <ul style="list-style-type: none"> • One-time, lump-sum survivor payment of your contributions and interest • Monthly dependent-based survivor benefits • Lifetime monthly retirement-based benefits <p>Specific qualifications must be met in order to receive monthly survivor benefits.</p>

Taking a Refund	Working After Service Retirement
<ul style="list-style-type: none"> If you terminate your covered employment, you can either request a refund of your contributions and interest, or leave your funds with the retirement system where they may earn interest. 	<ul style="list-style-type: none"> After the proper termination of your pre-retirement PSRS-covered employment, you can work for a PSRS-covered employer, but the work is subject to limits that cannot be exceeded in order for the payment of your retirement benefits to continue. The work limits vary, depending on your employer and, in some cases, whether the position in which you work as a retiree requires a DESE-issued certificate. If you work after PSRS retirement for a third-party provider as a substitute teacher, or in any position that requires a DESE-issued certificate and provide services at a PSRS-covered employer, your work is subject to limits that cannot be exceeded in order for the payment of your retirement benefits to continue. In other cases, most work for employers that do not participate in PSRS has no effect on your benefits. In order to properly terminate employment, you must end all employment with PSRS-covered employers, not return to covered employment in any capacity for one month after your retirement date, and not enter into any agreement, written or unwritten, for such employment until after receiving your first retirement benefit payment. You and your employer are required to keep records of your work that is subject to limits. Exceeding a limit will cause you to lose, at minimum, one full monthly benefit. In most cases, certificated, full-time employment for PSRS-covered employers after retirement will cause your benefits to stop.
Retirement Eligibility	
<p>You can retire with normal, or full, retirement benefits:</p> <ul style="list-style-type: none"> At age 60 with at least five years of service At any age with at least 30 years of service When your age plus service equals 80 or more (Rule of 80) <p>You can retire early under the 25-and-Out formula if:</p> <ul style="list-style-type: none"> You are under age 55 with at least 25, but fewer than 30, years of service, and You do not qualify for the Rule of 80, when your age plus service equals 80 or more. <p>You can retire with age-reduced early retirement benefits if:</p> <ul style="list-style-type: none"> You do not qualify for normal retirement, and You are between the ages of 55 and 60 with at least five years of service. <p>If you work three years past normal, or full, retirement eligibility, you can take a Partial Lump Sum Option (PLSO) with actuarially reduced lifetime monthly benefits.</p>	
Benefit Plans	
<ul style="list-style-type: none"> When you reach retirement eligibility, you can choose from six different plans for the payment of your lifetime monthly PSRS benefits. These plans offer you the flexibility to provide varying levels of financial protection for your beneficiary after you are gone. 	

Introductory Letter from the Executive Director



PUBLIC SCHOOL & EDUCATION EMPLOYEE
RETIREMENT SYSTEMS OF MISSOURI

Dear Member,

On behalf of the Board of Trustees and staff of the Public School Retirement System of Missouri (PSRS), I wish to congratulate you on your PSRS membership, and on your decision to learn more about your retirement system by reviewing this handbook.

Your PSRS *Member Handbook* is an important source of information about your membership and PSRS. I encourage you to become familiar with the rights, benefits and responsibilities that come with your membership. Taking the time to review this information now will assist you in making better decisions about retirement throughout your career.

As you review this handbook, you will note that it begins by taking you through the basics of membership, explaining membership service, how you earn service toward your retirement, and how you can reinstate or purchase more service.

You will learn about service retirement benefits, as well as the other types of benefits you may be eligible to receive as a PSRS member, such as disability benefits, and survivor benefits for your loved ones in the event of your death.

Your handbook also provides an explanation of eligibility requirements for retirement, how your service retirement benefits are calculated, how Social Security benefits may be affected, and how and when you should apply for PSRS benefits.

In addition, you will find detailed information regarding working after retirement, and other information to consider during your PSRS retirement years, such as cost-of-living adjustments, income taxes and health insurance.

I encourage you to register for secure online access to your personal membership information, a benefit estimator, and much more at PSRS Web Member Services. Just click the member log in link on our website, www.psr-peers.org, to get started.

We look forward to serving you both as an active member, and in retirement, and are committed to answering any questions you may have as efficiently as possible. Information is also available to you on our website, www.psr-peers.org, or by contacting our Information Center for assistance at (800) 392-6848 or psrpeers@psrpeers.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dearld Snider'.

Dearld Snider
PSRS/PEERS Executive Director

Location 3210 W. Truman Blvd. / Jefferson City, MO 65109 Mail P.O. Box 268 / Jefferson City, MO 65102 Website www.psr-peers.org
Phone (573) 634-5290 Toll Free (800) 392-6848 FAX (573) 634-7934 Email psrpeers@psrpeers.org

How to Contact PSRS

Written Communication

When you write to PSRS, include your full name (printed and signed), your current mailing address, the last four digits of your Social Security number or your member number, and your telephone number. Address your correspondence to:

The Public School Retirement System of Missouri (PSRS)
PO Box 268
Jefferson City, MO 65102-0268

Unless you have a **Release of Information Authorization** form on file with our office, we will only release your PSRS membership information to you or your legally designated representative. The **Release of Information Authorization** form allows you to authorize the release of your membership information to a specific individual(s). This form can be found on our website or obtained by contacting our office.

The PSRS Website and Email Address

If you have questions or comments about PSRS, visit our website, www.psr-peers.org, use the Live Chat feature on our website, or email psrpeers@psrpeers.org.

Telephone and Fax Numbers

Toll-free line: (800) 392-6848

Local line: (573) 634-5290

Fax: (573) 634-7934

Office Visits

You may visit PSRS between 7:30 a.m. and 5 p.m., Monday through Friday, except on holidays. Calling ahead allows us to prepare personalized information for your meeting and have it available for you upon your arrival. Our office is located at 3210 West Truman Boulevard in Jefferson City. Please refer to the map for directions.

Map to PSRS



About PSRS

PSRS was established in 1946 to provide certificated public school employees and their families with a significant and stable source of retirement income, disability and survivor benefits. PSRS has helped more than 96,000 Missouri educators and their families achieve financial security during retirement.

Mission Statement

The Public School Retirement System of Missouri and the Public Education Employee Retirement System of Missouri (PSRS and PEERS) work in partnership with the member school districts of this state to provide eligible employees and their beneficiaries with a significant source of income based on the employee's length of service and compensation in order to enhance retirement, disability and survivor benefits received from other sources.

It is the fiduciary responsibility of those charged with the administration of PSRS and PEERS to:

- Effectively collect contributions
- Prudently invest the assets to obtain optimum returns
- Equitably provide benefits
- Impartially and in accordance with applicable law, administer the benefit programs

The Board of Trustees and staff are committed to providing services to the members and beneficiaries professionally, promptly, courteously and efficiently.

Plan Information

Type of Plan

The Public School Retirement System of Missouri (PSRS) is a defined benefit (DB) retirement plan that provides service retirement and disability benefits to qualified members, and survivor benefits to qualified beneficiaries.

PSRS is an actuarial reserve, joint-contributory program and operates as a tax qualified plan under section 401(a) of the Internal Revenue Code.

The Advantages of a Defined Benefit (DB) Plan

DB plans, such as PSRS, offer an economical approach to providing reliable retirement security to members by being long-term investors, pooling risk and professionally investing assets.

The term "defined benefit" is derived from the fact that your lifetime monthly retirement benefit is calculated using a formula (see page 46) based on a benefit factor which is set by law, your salaries (including employer-paid health, dental and vision insurance premiums for you, the member) and service that you earn and purchase.

Generally, the longer you work in PSRS-covered employment, the greater your benefit. However, the law limits your benefit to 100% of your Final Average Salary (see page 56).

Advantages to members:

- **Lifetime monthly retirement benefits**
- **Your contributions and interest are always returned to you or your beneficiary**
- **Vesting with five years of eligible service**
- **Disability benefits for members who qualify**
- **Survivor benefits to provide financial protection for your loved ones if you die before retirement**
- **Various benefit plans allowing you to provide financial protection for your beneficiary(ies) after retirement**
- **Cost-of-living adjustments (COLAs) on your retirement benefits**
- **A \$5,000 Death Benefit for a beneficiary if you die after retirement**

As a PSRS member, you enjoy knowing that once you have earned five years of eligible service with PSRS, you are vested and can receive lifetime retirement benefits when eligible.

In most cases, the retirement benefits paid to PSRS members exceed the funds they contribute to the System while working. In fact, most PSRS retirees recover all their contributions within the first five years of retirement.

Unlike defined contribution (DC) retirement plans such as 403(b), 401(k) or Individual Retirement Account (IRA) plans, you don't have to make investment decisions regarding your retirement funds. Investment decisions are handled by PSRS' professional investment staff and managers.

Your PSRS retirement benefits are paid for your lifetime. The amount of money in your PSRS membership when you retire does not impact the amount of benefits you can receive.

While DC retirement plans are an important piece of your overall retirement savings, they can be less effective, because they provide benefits based on account balances in those plans at retirement. That means a retirement based on DC plan savings alone can run out and leave you without the retirement income you need.

Plan Funding

Funding for PSRS comes from three sources:

- Member contributions
- Employer contributions
- Investment earnings

20-Year Average



Note: the member portion is slightly larger than the employer portion because it includes funds paid by members to purchase and reinstate service, as well as their contributions.

Member Contributions

While working, you contribute a percentage of your salary to PSRS to help fund your benefits. The contribution rate is set each school year by the PSRS/PEERS Board of Trustees, based on the recommendation of the Systems' actuary after the annual actuarial valuation is complete.

Members who hold positions that require Social Security withholding contribute to PSRS at two-thirds the normal contribution rate (see pages 23, 98).

PSRS contributions are automatically deducted from your pay and are tax-deferred (not taxed until you receive them back as monthly benefits or as a lump-sum payment). Your contributions are credited to your individual membership, and interest accrues every June 30 on the previous June 30 balance.

Employer Contributions

Your employer contributes an equal percentage. All employer contributions are placed in a general reserve and used solely to help fund benefits for retirees and beneficiaries of deceased members.

Participating employers include:

- All Missouri public elementary and secondary schools except the St. Louis (city) and Kansas City public school districts
- All Missouri public two-year colleges (often called community colleges)
- Statewide non-profit educational associations that have elected to join

Investment Earnings

Investment earnings account for the majority of the assets needed to fund retirement benefits.

The primary objective of the PSRS investment program is to achieve positive investment returns within acceptable levels of risk. This helps ensure that PSRS is financially stable, and that all members enjoy the retirement security they have earned through their hard work and dedication to Missouri's educational system.

The PSRS investment portfolio represents all contributions to the plan from members and their employers, as well as all net earnings on those assets. PSRS is a long-term investor, and manages your assets with closely monitored levels of risk, in a diversified portfolio structured to withstand short-term shocks to the markets, yet positioned to provide consistent asset growth over time.

Plan Year

The PSRS plan year, or fiscal year, is July 1 through June 30.

Law Governing PSRS

PSRS was created with the adoption of the Public School Retirement Act of Missouri, which became effective on July 1, 1946. Changes to the law can be made only by an act of the Missouri Legislature. Laws governing the operations and administration of the System are found in Chapter 169, *Revised Statutes of Missouri*. The PSRS/PEERS Board of Trustees is empowered by law to adopt rules and regulations to govern its own proceedings and to operate the Systems within the framework of the law. Those regulations can be found in the *Missouri Code of State Regulations (CSR)*, Title 16, Division 10, Chapters 1 through 5.

PSRS is established as a corporate body and is not assigned to any department of state government. Administrative expenses are paid entirely out of investment earnings.

Although PSRS and the Public Education Employee Retirement System of Missouri (PEERS) are administered by a joint Board of Trustees and staff, they are separate entities and operate under separate state laws.

Annual Legislative Meeting

The Board of Trustees hosts a late summer legislative meeting each year and invites representatives of member and retiree organizations to discuss possible changes in the retirement law. PSRS members seeking legislative changes should work through their professional groups that have the experience and expertise to promote such efforts.

Occasionally, the Board sponsors legislation that the membership has indicated a willingness to support. The Board will not oppose changes that have the general backing of members and that include adequate financing. However, any proposal that would weaken the Retirement System financially or structurally may be opposed by the Board as a part of its responsibility to the System's general membership.

Actuarial Review

Missouri law requires that actuaries (persons trained to evaluate financial risks, usually related to the probability and timing of certain events occurring)

review the System annually. Missouri law also requires an Experience Study (a more in-depth study) be completed by the actuaries every five years to compare actual experience of the System to the assumptions used in the annual actuarial valuation. Following the five-year experience study, actuarial assumptions going forward are adjusted to better reflect the actual experience of the System.

Actuarial assumptions are factors used by the actuary to forecast uncertain future events affecting future benefits or costs associated with a pension fund. Among those factors are interest and investment earnings, inflation, unemployment, mortality rates and retirement patterns.

PSRS benefit estimates of the various retirement plans available are calculated using mathematical factors that are determined based on the actuarial assumptions and benefit formulas in effect at the time of calculation, and are therefore subject to change. Your actual PSRS retirement benefit can only be determined upon your retirement date and with verification of your service and salaries from all covered employers.

Administration

The PSRS/PEERS Board of Trustees

The PSRS/PEERS Board of Trustees is charged by law with the administration of PSRS/PEERS. The law empowers the Board to adopt rules to govern its own proceedings and to operate the Systems within the framework of the law.

The seven-member Board consists of three elected PSRS members, one elected PEERS member, and three appointed trustees (see the following page).

The four elected trustees are selected by vote of the active and retired members of both Systems. Two are elected each even-numbered calendar year to serve four-year terms.

The three appointed trustees are named by the governor. One must be a PSRS or a PEERS retiree.

Appointed trustees serve four-year terms. Once an appointed trustee's term is expired, he or she serves until a new appointment is made.

The PSRS/PEERS Board of Trustees



Jason Steliga
Chair
Elected PSRS Member



Beth Knes
Vice Chair
Appointed Retired
Member



Dr. Kyle Collins
Elected PSRS Member



Sharon Kissinger
Appointed
Member



Dr. Melinda Moss
Elected PSRS Member



Dr. Eric Park
Appointed
Member

One elected PEERS Board member position is currently vacant.

The appointed trustees must be residents of school districts included in PSRS/PEERS but cannot be employees of such districts, state employees or state elected officials.

The Board meets regularly six times a year in February, April, June, August, October and December. Special meetings are called when necessary.

Trustees serve without compensation but are reimbursed for necessary expenses incurred through Board service.

Executive Director

While the Board of Trustees governs the general operation of the Systems, the daily administrative functions are delegated to a full-time director appointed by the Board to serve as its executive officer. The executive director is responsible for employment of the retirement office staff and for the routine operation of the Systems within the scope of the law and the Board's rules and policies.

The Appeal Process

As a PSRS member, beneficiary, survivor, retiree or employer, you may request a review by the Board of Trustees if you disagree with an administrative decision made by the executive director or a PSRS staff member concerning your membership, benefits, service, contributions or refund.

Your written request for review must be addressed to the Board or to the executive director and received within 120 days following notification of the administrative decision. Your letter should state:

- The decision you are asking the Board to review
- The action you are asking the Board to take

The review will be held at the next regularly scheduled Board meeting that is at least 30 days after the request for review is received. You will be informed of the review date, and additional details regarding the appeal process will be mailed to you.

After considering all the background information and your request for review, the Board will vote to confirm, reverse or amend the previous decision. You will be notified of the action taken and of your further right to appeal to the circuit court if you are dissatisfied with the Board's ruling.

Educational Opportunities for Members

Seminars and Counseling

PSRS is committed to providing educational services to assist you with retirement planning. A variety of free educational programs and counseling sessions are open throughout the year to members at all career stages.

Retirement Ready Seminars are geared to members within five years of retirement, but all members, and their guests, are welcome to attend. Seminars provide an in-depth review of information to know when preparing to retire, including how and when to apply. Registration is required.

Both in-person and virtual Retirement Ready seminars are held throughout the year. In-person seminars are held at various locations around the state. Personalized **Benefit Estimates** will be provided for all registered members. You can view the seminar schedule and register online after logging in to Web Member Services, or by calling **(800) 392-6848**.

Individual Counseling Sessions are available to all interested members who would like to meet one-on-one with a retirement counselor at the PSRS/PEERS office in Jefferson City. Walk-ins are welcome but we suggest calling the office or registering online for an appointment so that information can be prepared prior to your arrival.

Phone Counseling Sessions are available to members who want a designated time to speak to a counselor by phone. This option allows you to ask questions without having to travel or connect to an internet program. You can make an appointment by logging in to Web Member Services, or by calling **(800) 392-6848**.

Web Counseling Sessions are available to all members who would like to meet one-on-one with a retirement counselor without the drive to Jefferson City. You can see and speak with a counselor and share documents during the web-based session. You can connect by computer, laptop or phone with a high-speed internet connection. A web cam is not required. Registered members will receive an email to connect to the Web Counseling Session and may be asked to download temporary software. You can make an appointment by logging in to Web Member Services or by calling **(800) 392-6848**.

Educational Webinars are held throughout the school year. **Featured Topic webinars** provide information on a variety of retirement-related topics. In addition, we offer **RealTalk mini-webinars**, which focus on different “hot topics” in short, 15- to 20-minute sessions. Information and registration for all webinars is available on our website.

In-School District Programs

School officials and organizational leaders can request a variety of programs to be offered at their school facility or other desired locations. The programs below are offered free of charge and can be scheduled by calling (800) 392-6848 or emailing Member_Education@psrsmo.org.

Beginner Basics meetings provide members who are just starting out with a general overview of PSRS, including the many advantages of being a part of a defined benefit plan.

Education Essentials meetings are for those in the middle of their career or near retirement eligibility. These meetings give a more in-depth overview of information related to preparing for retirement.

Quick Counseling Sessions are for members in any stage of their careers, whether they are just starting out or nearing retirement. Each member is provided a personal, 15-minute session with a retirement counselor at their school district. School officials provide a list of available appointments so members can choose the best time for them.

Publications

The following publications are available to members by calling (800) 392-6848 or emailing psrspeers@psrspeers.org. Many are available on our website.

For Your Benefit – This newsletter provides retirement-related news for all actively employed PSRS members, as well as those who are not retired and have funds with PSRS, but are not presently working in covered employment. It is emailed or mailed, and is also found on the PEERS website.

Benefit Check – This newsletter informs retirees about retirement legislation, current events affecting retirees, and other subjects of interest. It is emailed or mailed to all retirees and beneficiaries. It is also found on the PSRS website.

Comprehensive Annual Financial Report – This report includes an independent auditor’s report of PSRS/PEERS’ financial statements, a summary plan description, and information on the Systems’ actuarial status and investments. This report is available on the PEERS website. Copies are available upon request.

Summary Report to Members – This online annual report includes member and retiree statistics, PSRS/PEERS investment information, a statement of plan net assets, expenses and revenues, and actuarial information. It is available on the PSRS website.

PSRS Retirement Planning Guide – This booklet contains helpful retirement planning information, including an explanation of the information on your PSRS **Benefit Estimate**. It is provided to individuals who request a **Benefit Estimate**.

Your Retirement Benefit – This packet is provided to individuals upon PSRS retirement. It includes an official benefit calculation, confirmation of the benefit plan chosen, a retiree ID card, information about taxes, direct deposit, working after retirement and cost-of-living adjustments.

Website

Our website, www.psr-peers.org, includes many publications, forms and videos on a variety of retirement-related topics, as well as a Live Chat feature to contact our Information Center.

If you haven’t already, we recommend that you register for secure access to PSRS Web Member Services, where you can view your current membership information, including your contributions and interest, years of service, salary history, beneficiary designation and the status of any open service purchases.

You can update your contact information online and access the form to update your beneficiary designation. You can also create and view service purchase cost estimates and benefit estimates, and file for retirement.

Visit www.psr-peers.org, your 24/7 retirement information resource.

- View and update your membership information using Web Member Services.
- Go green and sign up to receive your PSRS information electronically by updating your communication preferences in Web Member Services.
- View and print PSRS forms and publications.
- Stay up-to-date on legislative changes that affect your retirement system.

Contact our Information Center by email at psrpeers@psrpeers.org or by phone at (800) 392-6848.

Find us on Facebook



Follow us on Twitter

