



# EMPLOYER NOTICE

## Employer Newsletter Going Green September 2016

### WHO SHOULD READ THIS NOTICE

All OPERS employer contacts

### SITUATION OVERVIEW

Beginning with the third quarter edition, the Employer Newsletter will only be sent electronically to OPERS employer contacts. This initiative will support an environment-friendly approach and afford quicker delivery while broadening the population of employer contacts on the electronic distribution list for the newsletter.

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### WHAT EMPLOYERS NEED TO DO

OPERS employer newsletters are generally sent quarterly and contain high-level information formatted into shorter articles to enable an easy read. Employers are being asked to:

- Request a copy of the Employer Contact Distribution List by contacting Employer Services
  - o Review current listing of OPERS approved employer contacts
  - o Update contact information to include e-mail addresses
  - o Check the contact reasons assigned to each contact so targeted information regarding OPERS retirement processes is sent to the correct individual(s)

Employer Notices will continue to be sent electronically and hard copy based on the preference for electronic distribution provided by each employer. Notices contain operational information and are targeted to specific employer contact types based on the content of the notice.

The change to all electronic delivery is for the *Employer Newsletter* only.

### WHOM TO CONTACT FOR MORE INFORMATION

After you review this *Employer Notice*, contact Employer Services with questions/comments or to request an Employer Contact Distribution List at 888-400-0965, or by e-mail at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

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For a current listing of OPERS Board members, please visit [www.opers.org](http://www.opers.org)

It is your responsibility to be certain that OPERS has your current physical and e-mail address on file. If OPERS is not made aware of address changes, we cannot guarantee that you will receive important information pertaining to OPERS public employers. This Employer Notice is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.