

## **KCPERS Policy**

### **Policy #011 – Staff and Board Education**

**Adopted: February 12, 2002**

**Staff Education** - KCPERS requires staff to increase their skills and abilities through additional education and training. On the job training will be provided for each position and during the annual evaluation process an education and training plan should be developed for the coming year. Part of that discussion should include, if applicable, job related professional certification courses or continuing education to maintain certification.

Staff is encouraged to seek training related to their position that is made available by outside sources. This training includes, but is not limited to, training provided by the following: Missouri Association of Public Employee Retirement Systems, National Conference on Public Employee Retirement Systems, Government Finance Officers Association, fund managers or consultants, and other education based organizations providing job related courses.

As part of an individual education and training plan staff may be asked to attend industry related seminars or special training courses based on organizational needs and individual professional development. In such cases, KCPERS pays the total seminar or course fee and reimburses necessary expenses such as food, lodging and travel. Registration for such courses should be pre-approved by the Pension Systems Manager.

**Board Education** - KCPERS encourages board members to increase their abilities and knowledge through additional education and training. The Pension Systems Manager will provide new board member orientation, which includes the following topics: asset allocation, KCPERS policies, professional service contacts and fund managers, Revised Statutes of Missouri, and publications and reports.

Board members are encouraged to seek training related to their position that is made available by outside sources. This training includes, but is not limited to, training provided by the following: Missouri Association of Public Employee Retirement Systems, National Conference on Public Employee Retirement Systems, Government Finance Officers Association, fund managers or consultants, and other education based organizations providing board member and pension system related courses. Each board member should plan to attend at least one outside education seminar per year.

Board members may attend industry related seminars or special training courses based on organizational needs and individual professional development. In such cases, KCPERS pays the total seminar or course fee and reimburses necessary expenses required such as food, lodging and travel. Registration for such courses should be coordinated through the Pension Systems Manager and KCPERS staff will assist with travel arrangements if requested.

Annually the board shall identify education topics to be addressed at board meetings throughout the year. The education sessions will be incorporated into regularly scheduled board meetings and will be designed to educate board, staff and members about pension practices and investments not currently being used by KCPERS. The Pension Systems Manager will arrange for experts in the field to attend future meetings and provide brief education sessions on selected topics.