



## PERSONNEL CABINET

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Steven L. Beshear  
Governor

Tim Longmeyer  
Secretary

### MEMORANDUM

PERSONNEL MEMO 12-27

**To:** Cabinet Secretaries  
Agency Heads  
Constitutional Officers  
HR Administrators

**From:** Tim Longmeyer, Secretary *TML*

**Date:** June 25, 2012

**Re:** Kentucky Retirement System PREP Meetings

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Now through the end of August, the Kentucky Retirement System is hosting meetings across the Commonwealth to launch a new version of its Pre-Retirement Education Program (PREP).

The program is an all-day, comprehensive retirement education program designed to assist employees in understanding their KRS benefits. It includes a full demonstration of the new Member Self Service website and features information on health insurance for retirees, new legislation and other KRS updates. The sessions will be conducted in a computer lab and KRS staff will be available during the session to provide assistance and answer questions.

Although it is designed for members with 10 years of experience, all members are welcome to attend. Employees with 20 years or more of service as of December 31, 2012 (not including purchased air time) may attend one of the meetings without being charged annual or compensatory leave. In addition, employees who will meet the criteria for retirement within the next year should be allowed the same opportunity. Interested employees not covered as previously stated may use either annual or compensatory leave to attend with prior approval of their supervisor(s).

Advance registration is required for the PREP programs. Members who wish to attend a Member Self Service group training session must also schedule an appointment for that session. Sessions will be scheduled on a first-come, first-served basis. For a list of dates and locations, please see attached schedule.

PREP programs are scheduled to run from 9 a.m. to 4 p.m. Specific meeting information, including the program agenda and room locations, will be sent to registered members in advance of each PREP program. To register for a PREP program and make an appointment for the group training session, please contact the KRS Membership Support Division at 1-502-696-8800 or 1-800-928-4646.



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## 2012 Pre-Retirement Education Program (PREP) Meetings

Date	City	Location
Friday, June 22	Prestonsburg	Big Sandy Community and Technical College: Prestonsburg Campus <b>(Updated Location)</b>
Tuesday, June 26	Owensboro	Apollo High School
Tuesday, July 10	Somerset	Somerset Community and Technical College
Thursday, July 12	Lexington	Bluegrass Community and Technical College: Leestown Road Campus
Wednesday, July 25	Louisville	VanHoose Education Center
Friday, July 27	Elizabethtown	Elizabethtown Community and Technical College
Wednesday, August 1	Ashland	KY Educational Development Corp.
Friday, August 3	Frankfort	Transportation Cabinet Conference Center
Tuesday, August 7	Hopkinsville	Hopkinsville Community College
Thursday, August 9	Paducah	WKY Community and Technical College
Friday, August 17	Erlanger	The METS Center
Wednesday, August 29	Bowling Green	Knically Conference Center