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Steven L. Beshear
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MEMORANDUM

PERSONNEL MEMO 13-14

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

From: **Tim Longmeyer, Secretary** TML

Date: **June 6, 2013**

Re: **Kentucky Retirement Systems PREP Meetings**

Now through the end of August, the Kentucky Retirement Systems (KRS) is once again hosting its Pre-Retirement Education Program (PREP) meetings across the Commonwealth.

PREP is an all-day, comprehensive retirement education meeting designed to assist employees in understanding their KRS benefits. It includes a full demonstration of the Member Self Service website and other KRS updates.

Employees with 20 years or more of service as of December 31, 2013 (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 and meetings are scheduled on a first-come, first-served basis. For a list of dates and locations, please see attached schedule.

PREP meetings are planned to run from 9 a.m. to 3 p.m. Specific information, including the agenda and room location, will be sent to registered members in advance of each meeting.

To register for PREP, please contact KRS Membership Support Division at 1.502.696.8800 or 1.800.928.4646.

2013 Pre-Retirement Education Program (PREP)

Date	City	Location
Tuesday, June 18	Lexington	Bluegrass Community and Technical College, Leestown Road Campus
Friday, June 21	Elizabethtown	Elizabethtown Visitor's Center
Tuesday, June 25	Paducah	West KY Community & Technical College
Thursday, June 27	Bowling Green	Knicely Conference Center
Tuesday, July 9	Somerset	Somerset Community College
Tuesday, July 16	Prestonsburg	Jenny Wiley State Resort Park
Friday, July 19	Erlanger (N KY)	METS Center
Tuesday, July 23	Louisville	KY Expo Center/South Wing
Thursday, August 8	Ashland	Kentucky Educational Development Corp