

Title 154  
procedures/rule

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WEST VIRGINIA ADMINISTRATIVE REGULATION

TEACHERS RETIREMENT BOARD

~~Chapter 18-7A~~  
Series # 1

Title: The Teachers Retirement Act

Section 2<sup>2</sup> The Teachers Retirement Act

2.01. All of the provisions - of article seven-a chapter eighteen of the code of West Virginia, one thousand nine hundred thirty one, as amended, are regulations of the Teachers Retirement Board.

(a) The Board shall make all necessary rules and regulations. (18-7A-4)

2.02. The Public Employees Retirement Act - Those sections of Chapter 5, article 10, applicable to reciprocal service shall be regulations for the Teachers Retirement System.

Section 2<sup>3</sup> Amendments

2.01. The Rules and Regulations - may be amended at any meeting of the Board provided ten (10) days notice has been given the Board membership that such proposal shall be on the agenda.

2.02. A majority vote - of the Board shall be required to amend the Rules and Regulations.

2.03. The amendment - must specify the effective day, if different from the day on which approved by the Legislative Review Committee, and any exclusions of the present Rules and Regulations.

Section 2<sup>4</sup> Employees

3.01. The Board - shall employ and set the salary of an Executive Secretary.

3.02. The Board - shall approve the employment and set the salaries of

all other employees upon recommendation of the Executive Secretary. Approval of the Board's annual budget or expenditure schedule shall constitute such approval.

3.03. Any employee - shall have access to the Board to present any grievance as contained in the Affirmative Action Program as submitted to the Governor's Office each fiscal year.

(a) It is expected that the employee shall have discussed such grievance with the Executive Secretary prior to requesting a meeting with the Board.

3.04. Duties of Executive Secretary -

(a) Act as the chief executive officer of the Board, and execute the provisions of the teachers retirement law;

(b) Prepare and submit to the Board an annual report showing the condition of the various funds, the amount of accumulated cash and securities and a full account of the operation of the system;

(c) Appoint, with the approval of the Board, all personnel needed for the efficient performance of the functions of the retirement system;

(d) Authorize approval of all requisitions of the Board which are in accordance with existing laws of the State of West Virginia;

(e) Hold in abeyance, subject to later action of the Board, monthly benefits in any case in which there is reason to believe that proof on which award was made was insufficient to bring the case of the payee within the purview of the law;

(f) Maintain an individual account with each contributor;

(g) Collect and keep in convenient form such data as may be necessary for the preparation of the required mortality and service tables, and for the compilation of such other information as may be needed for the actuarial evaluation required by law;

(h) Prepare all statistical and financial forms necessary for making

effective the provisions of the retirement law;

(i) Authorize approval of all applications for refunds which meet necessary requirements;

(j) Request the opinion of the attorney general concerning any needed opinions on the teacher retirement law;

(k) Assign each member's Social Security Number as that member's Teachers Retirement Number (See Series ~~VIII~~<sup>8</sup>, Section ~~1.06~~<sup>2.6</sup>);

(l) Serve as recording secretary of the Board, prepare and maintain the Minute Book of the Board;

(m) Advise the Board members at least monthly of the cash flow condition of the Board's funds.

(n) As cited in other sections of these Rules and Regulations.

3.05. The Board - shall be an "equal opportunity employer." In no case shall the Board base the hiring or discharging of an employee on race, color, sex, age, national origin or ethnic background.



# Teachers Retirement Board

JOHN D. ROCKEFELLER IV, GOVERNOR  
Ex-Officio, Chairman

BLD. #6, CAPITOL COMPLEX, CHARLESTON, WEST VIRGINIA 25305 / 304 • 348-3570 / WILLARD M. ANSEL, Executive Secretary

May 4, 1983

Honorable A. James Manchin  
Secretary of State  
State Capitol  
Charleston, West Virginia 25305

Dear Mr. Manchin:

In accordance with Senate Bill No. 356, enacted by the West Virginia Legislature March 9, 1983, and in effect from passage, I hereby submit two copies of West Virginia Administrative Regulations promulgated by the Teachers Retirement Board. These regulations are in lieu of Teachers Retirement Board Rules and Regulations filed in the State Register August 1, 1982.

Please remove the obsolete pages from the basic set of regulations filed in your office, and replace them with these amended pages.

Sincerely yours,

Willard M. Ansel  
Executive Secretary

WMA:ets

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE

THIS DATE May 5, 1983  
Administrative Law Division

TEACHERS RETIREMENT BOARD

Filing of Administrative Regulations  
Chapter 18-7A

*Title 154  
procedures/act*

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FILED IN THE OFFICE OF  
**A. JAMES MANCHIN**  
SECRETARY OF STATE

THIS DATE Mon 5 1983  
Administrative Law Division