The background of the slide features a photograph of a classical building facade. In the foreground, there are two large, ornate statues of horses (hippocriates) flanking a central column. Above them is a pediment with intricate carvings. The building's dome is visible in the upper left. The image is partially obscured by a large, dark red diagonal shape that contains the text.

# PERA Correctional Plan

Eligibility Requirements



## Correctional Plan: Who is Eligible?

# Criteria listed in Minn. Stat. §353E.02 Subd. 2

- Eligible positions:
  1. correctional guard or officer,
  2. joint jailer/dispatcher, or
  3. supervisor of correctional guards/officers or joint jailers/dispatchers
- Must also be:
  - directly responsible for the direct security, custody, and control of the county correctional institution and its inmates
  - expected to respond to incidents within the county correctional institution as part of the person's regular employment duties and is trained to do so
  - a "public employee" as defined in section 353.01, but not a member of PERA's Police and Fire plan.

*(Medical Protection Officers employed by Hennepin Healthcare System are eligible under Minn. Stat. §353E.02 Subd. 2a)*




## Correctional Plan: How is Eligibility Certified?

# Employer Certification is Required

- Each participant must be certified at enrollment
- Certification is completed online or on a paper form
- PERA tracks each enrollment to ensure receipt
- Enrollments not certified are in error and subject to transfer

Print Form



**Correctional Plan Certification**

**Public Employees Retirement Association**, 60 Empire Dr, Ste. 200, St. Paul MN 55103-2088  
PERA Employer Fax Number: 651 296-2493; Employer Phone Lines: 651 296-3636 or 1-888-892-PERA

This form is used to certify the eligibility of an employee for PERA's Local Correctional Employees Retirement Plan. Submission of this form alone does not enroll an individual into the Correctional Plan. To enroll a new member, an employer must submit this form along with a Notice of Member Enrollment Form or the Demographic Data Record if you report electronically. Mail or fax your completed forms to PERA.

The data collected on this form will be used for identification purposes and to document the employer's certification of PERA eligibility. The member's Social Security number is classified PRIVATE and is available only to this person, to the staff who use it to conduct PERA business, and to entities authorized access by law. Private data on this member will not be shared with an unauthorized person without written consent from this individual.

**Eligibility Requirements**

To be eligible for the Local Correctional Employees Retirement Plan the employee must:

- be employed in either:
  - a) a county correctional institution as a correctional guard or officer, a joint jailer/dispatcher, or a position equivalent to these specified position titles; or employed as a supervisor of correctional guards, officers, or joint jailers/dispatchers; or
  - b) the Hennepin County Medical Center as a protection officer;
- be expected to respond to any incidents within the county correctional institution or medical center (as applicable) as part of the person's regular employment duties and is trained to do so;
- be a public employee as defined in section 353.01 but not a member of the PERA police and fire fund; and
- if employed in a county correctional institution, the employee must be directly responsible for the security, custody, and control of the county correctional institution and its inmates.

**Employer Certification**

<b>Name of Employer Agency:</b>	<b>Employer ID Number (6 digits):</b>
<b>Employee Name (Last, First, Middle Initial):</b>	<b>Social Security No:</b>
<b>Title of Position Held by this Employee:</b>	<b>Plan Eligibility Effective Date:</b>
I declare that I am a representative of the agency listed above and am authorized by my employer to certify the eligibility of employees for the PERA Correctional Plan. I state that for the services performed for our agency by the individual listed above meet the legal conditions for participation in the Local Correctional Employees Retirement Plan as outlined.	
<b>Name of Employer Representative</b>	<b>Date Form Completed</b>
<b>Title of Representative</b>	<b>Day-time Phone</b>

Webversion 09/2015

## Correctional Plan: Was a Percentage of Inmate Contact Required in the Past?

### Required Inmate Contact

- PERA's current statute does not specify a minimum percent of inmate contact
- PERA's Correctional Plan was established by the Minnesota Legislature in 1999
- Initially required 95% direct inmate contact
- Significant stakeholder engagement followed
- In 2000 legislative session, 95% was removed and replaced by requirements for:
  - direct security, custody, and control, and
  - expected/trained to respond to incidents as part of regular duties



## Correctional Plan: Does the Employer Have Discretion?

# Employer is Responsible for Decisions

- The employer is best positioned to know the regular employment duties and training for each position
- Employers must make a good faith effort to accurately certify employees for membership
- PERA reviews position descriptions and offers guidance upon request



## Correctional Plan: What if a Member Moves to a Non-Correctional Plan Position?

### Eligibility Based on Position

- Members of the PERA Correctional Plan must work in a position that meets eligibility criteria in statute
- The employer is responsible to confirm continued eligibility following job changes
- Employees who move to a position that does not qualify for the Correctional Plan must change plans
- Plan Coverage Errors must be corrected at the time of discovery and may be retroactive up to two years