

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### ARIZONA STATE RETIREMENT SYSTEM BOARD

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

**Document title:** The Arizona State Retirement System (ASRS) Contribution Reporting Procedures Manual

**Identification number:** Not numbered

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

July 1, 1991

**3. Summary of the contents of the substantive policy statement:**

The Contribution Reporting Procedures Manual is a summary of the rules and requirements pertaining to retirement contribution reporting. The manual advises ASRS employer members of procedures to be followed, covering the following topics:

- Payroll reporting requirements and method options
- Magnetic media reporting requirements and standards
- Payroll adjustment procedures
- Procedures for reconciling enrollment errors
- Glossary of terms

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

The Contribution Reporting Procedures Manual was a new substantive policy statement when issued.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Rosanne Gomez, Program Specialist, External Operations

Mailing Address: Arizona State Retirement System  
P.O. Box 33910  
Phoenix, AZ 85067-3910

Street Address: Arizona State Retirement System  
3300 N. Central Avenue  
Phoenix, AZ 85012

Telephone: (602) 240-2103  
(800) 621-3778, ext. 2103 (toll free)

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the manual is distributed to each employer member of ASRS. A copy is distributed to each new employer when approved for membership. Additional copies may be obtained by non-ASRS employer members at the above address for 10¢ per page or by downloading a copy of the Employer Manual from the ASRS web site at [www.asrs.state.az.us](http://www.asrs.state.az.us).

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA STATE RETIREMENT SYSTEM BOARD**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

**Document title:** Instructions to Investment Managers Employed by the Arizona State Retirement System

**Identification number:** Not Numbered

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

May 1, 1992

**3. Summary of the contents of the substantive policy statement:**

The policy states the general requirements governing the transaction of investment managers acting on behalf of the ASRS. The policy includes explanations and instructions on the following subjects:

- Governing statutes
- Statutory constraints
- Prohibited transactions
- Long-term and interim investment objectives
- Evaluation of managers
- Reporting and general duties
- Definition of terms

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

The statement is a revision of previously issued instructions.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the instructions is provided to each investment manager under contract to do business on behalf of the ASRS. Additional copies may be obtained at the above address for 10¢ per page.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA STATE RETIREMENT SYSTEM BOARD**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

**Document title:** The Arizona State Retirement System (ASRS) Long-term Disability Income Program – Member Booklet

**Identification number:** Not Numbered

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

January 1995

**3. Summary of the contents of the substantive policy statement:**

The booklet is a comprehensive description of the Long-term Disability Income Program defining the following rules pertaining to disability coverage:

- Eligibility for benefits
- Effective date of coverage
- Disability condition
- Disabilities not covered
- When benefits begin
- Health Insurance Premium Program
- Actions when a disability stops and then recurs
- Amount of benefits
- Taxing of benefits
- Offsets against the monthly benefit payments
- Minimum benefit
- How long benefits are payable
- How to file a claim
- Notification of decision by program administrator

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

The booklet is a revision of an earlier edition.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the booklet is provided to each active member distributed by the employer member. Individual copies can be obtained through the ASRS web site at [www.asrs.state.az.us](http://www.asrs.state.az.us), the VPA web site at [www.vpaweb.com](http://www.vpaweb.com), and from the ASRS Member Services Department.

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**ARIZONA STATE RETIREMENT SYSTEM BOARD**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

**Document title:** The Arizona State Retirement System (ASRS) Member Benefit Handbook

**Identification number:** Not Numbered

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

July 1993

**3. Summary of the contents of the substantive policy statement:**

The handbook is a comprehensive descriptive summary of the following general rules, requirements, and member rights under the retirement defined benefit program:

History of the Arizona State Retirement System

- Plan participation rules
- Credited service and service credit purchase provisions
- Retirement benefits and how to apply for benefits
- Retirement annuity options
- Taxing of pensions benefits
- Long-term disability program
- Survivor benefits
- Health insurance benefits
- Returning to covered employment after retirement

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

The Member Benefits Handbook is a revision of an earlier edition.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the handbook is provided to each active member through the participating Employer Human Resources office. Individual copies may be downloaded from the Arizona State Retirement System web site at [www.asrs.state.az.us](http://www.asrs.state.az.us).

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**  
**ARIZONA STATE RETIREMENT SYSTEM BOARD**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

**Document title:** The Arizona State Retirement System (ASRS) Policy, Procedures and Appeals Log

**Identification number:** Not Numbered

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

The log was started in June 1994.

**3. Summary of the contents of the substantive policy statement:**

The log is a compilation of decisions recommended by the staff or consultant approved by the ASRS Director regarding issues of interpretation of the Arizona Revised Statutes governing the operation of the ASRS.

The decisions apply existing interpretations or determine new interpretations of the applicable statutes to individual and general situations on the appeal of an ASRS member and/or to specific issues as they arise.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

The ASRS ad hoc Board Committee recommended to the ASRS Board that the member appeals process be revised. Effective October 15, 1999, the ASRS voted to hire a pool of independent consultants or investigators who have specialized knowledge of the basic concern of an appeal to organize the material for all appeals, evaluate the evidence, and then submit the supporting materials along with a recommendation to the Board. The selection of the consultant for each appeal would be the responsibility of the Chairman of the ASRS Board.

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Copies of selected decisions may be obtained at the above address for 10¢ per page.