

PREFACE

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4 A. Introduction. This revised Policies and Procedures Manual is being issued as a guide for
6 leaders and members of Kentucky Public Retirees (KPR) to aid them in performing their
duties and to give them an understanding of the purpose of KPR, as well as its Bylaws
and Policies and Procedures.

8 The Bylaws and Policies and Procedures have been approved and adopted by the KPR
10 Board of Directors and shall remain in effect until amended by that body. Any and all
previously distributed material is superseded.

12 The Manual may be revised only by the Board of Directors, and each change that is of a
14 permanent nature shall be made a part of the Manual. It shall be maintained and
updated as set forth in this document. Except for the bylaws, the Administrative
16 Manager and the State Secretary, together, may make necessary technical,
conforming, grammatical, and formatting changes as long as those changes do not alter
18 the intent of the Board. Such changes shall be posted on the KPR website
immediately and shall be reported to the Board at its next meeting.

20 B. How to Use this Manual. The primary means of finding information is referring to the
22 table of contents and index.

24 C. Format of this Manual. The manual is separated into chapters. Page numbers and line
26 numbers are assigned within the respective chapters. A footer appears on each page
identifying the chapter number and the page number within the chapter.

28 Electronic copies of every edition of the KPR State Policies and Procedures Manual
shall be maintained permanently as a stand-alone version. Each edition shall be named
30 according to the latest pertinent date of amendment or revision. This procedure ensures
that it is always possible to find the Manual provisions in effect on any particular date.

32 For example, let us say that the revised manual is adopted on June 13, 2013, amended
34 on March 18, 2014, and amended again on December 8, 2015:

- 36 1. The revised copy adopted on June 13, 2013, would be named "P&P Manual Revised
2013 06 13."
- 38 2. When the Manual is amended on March 18, 2014, the Administrative Manager
40 would make an electronic copy of it, name it "P&P Manual Amended 2014 03 18,"
and make the changes to it.
- 42 3. When the Manual is amended on December 8, 2015, the AM would make an
44 electronic copy of it, name it "P&P Manual Amended 2015 12 08," and make the
changes to it.

48 This means that there would then be three electronic files of the Manual available for
50 searching according to the date of interest. Only the latest, current edition would be
posted on our web site, but all three files would be available for searching.

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