{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: Employee Eligibility Confirmation**

To Whom it May concern :

Our records indicate that your organization does not have employees that are reportable to PERS. Please respond to this letter confirming this is correct. If you have employees but are unsure if they should be reported to PERS please review the information below.

An employee is eligible to participate in NDPERS as a Mandatory or an Optional Participant.

**Mandatory Participation Requirements(Full-time)**

If an employee is at least eighteen years of age and works a minimum of 20 hours per week for 20 or more weeks per year in a permanent position (that is regularly funded and not of limited duration), this employee is **required** to participate per NDCC 54-52-05 in NDPERS retirement and must be enrolled in the plan within the first month of employment.

**Optional Participation Requirements (Temporary/Part-time employees)**

If the employee is at least eighteen years of age and works in a part-time (less than 20 hours per week) or temporary (less than 20 or more weeks per year or of limited duration), this employee may elect to participate in NDPERS retirement plan at their own cost. The full monthly retirement contribution must be paid as an after-tax deduction from an employee’s paycheck, and the employer is prohibited from paying any portion of the Optional Participant’s contribution amount.

An employer is responsible for notifying Optional Participants that they have the OPTION to elect to participate within the first 6 months of meeting eligibility, which is 6 months from either date of hire or date of status change to part-time or temporary employment.

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Accounting Division