


Wisconsin Retirement System  
(WRS)

*Board Member Orientation*  
***Ethics and Fiduciary Duty***

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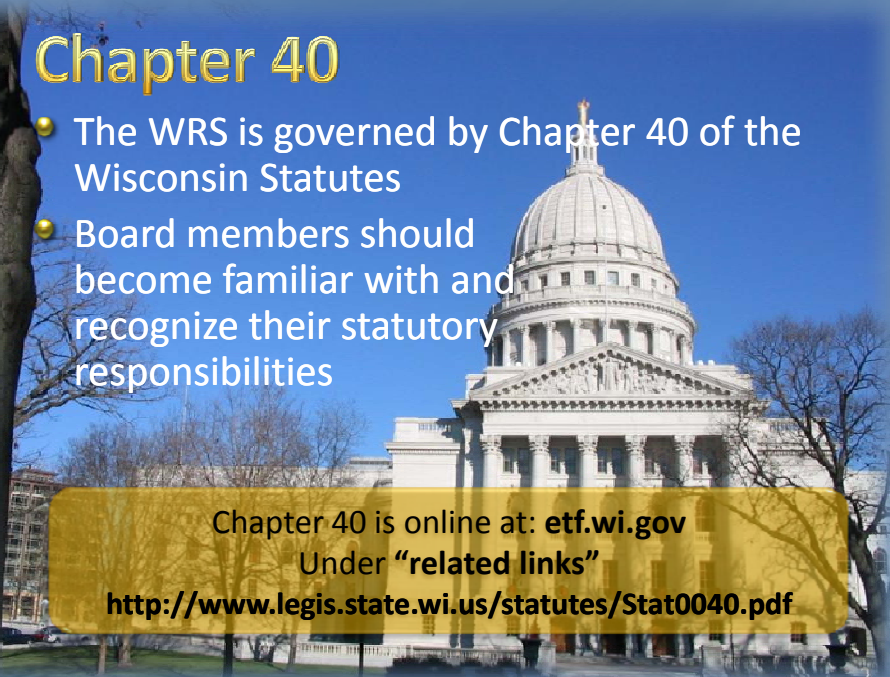
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**Chapter 40**

- The WRS is governed by Chapter 40 of the Wisconsin Statutes
- Board members should become familiar with and recognize their statutory responsibilities

Chapter 40 is online at: [ETF.wi.gov](http://www.ETF.wi.gov)  
Under “related links”  
<http://www.legis.state.wi.us/statutes/Stat0040.pdf>



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## Who is a WRS Fiduciary?

- One who holds assets in trust or confidence for a beneficiary
  - With respect to the WRS pension plan - *One who holds discretionary authority for the plan and assets of the WRS*
  - Board membership includes fiduciary responsibility to protect the trust funds to assure funding for future retirement benefits

WRS Board Members represent ALL participants  
(not just their particular association)

## Fiduciary Duties

- Collect contributions from employers and/or employees
- Ensure the WRS receives all funds to which it is entitled
- Make good to the pension plan any losses from breaching fiduciary responsibility
  - Fiduciaries are personally liable
- Pay the correct amount of benefits, on time, to the right person
- Comply with plan documents
- Understand the laws (most plan documents are contained in statute)
- Comply with laws and regulations

## Fiduciary Duties (con't)

- Inform members
  - Does not mean give advice
- Defray expenses of administering the system in a reasonable manner
- Be loyal to trust fund participants
- Act solely in the members interest (for the purpose of providing benefits to participants and their beneficiaries)
- Act prudently
- Hire experts

A person's fiduciary duty is limited to the scope of the responsibility they assume

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## How Does One Become a Fiduciary?

- By accepting a position on a board covered by a state statute naming fiduciaries
- By assuming certain responsibilities, even if not required by the statute
- By agreeing to fiduciary standards in a contract



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## Who are Fiduciaries?



- All board members (trustees)
- Some advisors
- Those who have discretion over benefit eligibility
- Some internal ETF staff
  - Test: if the staff person has discretion/control over the administration of the plan or management of the assets

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## Resources and Fiduciary Standards

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## Resources – Fiduciary Guidance

- The Employee Retirement Income Security Act of 1974 (ERISA) and its relevance to public retirement systems
- Federal and state laws
- Attorney General Opinions
- Court Decisions
- Advice of legal counsel



The boards of corporations and non-profit organizations are not the models to be followed <sup>9</sup>

## Prudent Expert Standard

Trustees will be judged by those who serve in the same capacity as them and who act with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims

## Exercising Prudence

- If trustees are not experts, they are to carefully hire, monitor, and evaluate the experts they rely on
- Experts exist inside and outside the organization
- Questioning experts is not impolite
- Trustees must “do the right thing” while incurring only reasonable expenses
  - What is the definition of *reasonable*?
  - Public retirement systems may be challenged about expenses in the press, but usually not in the courts

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## Delegation and Interpretation of Prudence

### Delegation

- Delegation of responsibility is allowed; abdication is not
- Carefully select those working for you
- Monitor them regularly
- Trustees are protected if they act prudently in delegating duties

### Interpretation

- Use current standards, not outdated ones
- Consider what is going on nationwide
- Focus on public retirement systems
- Follow the very best practices

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# Practicing and Verifying Prudence

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## Prudence in Action

### In Benefits Administration

- Accurately interpret the law and policies
- Carefully determine benefits and distribution eligibility
- Maintain confidentiality of certain information
- Protect the tax-qualified status of the trust

### In Operations

- Respect open meetings and open records laws
- Disclose whatever personal information is required
- Uphold the ethics policy
- Respect your internal operations policies
- Ensure labor laws and personnel policies are followed

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## How is Prudence Verified?

- Ask about legal compliance
- Review policy compliance and exceptions
- Invite and listen to concerns of staff, members, and other interested parties
- Study audit findings
- Seek out best practices of others



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## Loyalty

Fiduciaries are to act  
solely  
for the benefit of  
current and future  
**Beneficiaries**

\* \* \* \*

When creating policies or making other  
decisions, the fiduciaries can  
“only wear one hat”

**The law is very strict about this**

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## Loyalty

- No **fiduciary** duty is owed to the appointing board
- No **Fiduciary** duty is owed to a sub-group of “constituents”
- Maintaining a good working relationship with them is wise; however, the fiduciary duty to the current and future beneficiaries of the fund is paramount to all other duties or obligations

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## Loyalty to ETF

- Under trust law, you must act solely in the interest of the beneficiaries of the fund
- The duty of loyalty requires that you collect all money owed to the fund
  - Collections of overpayments from beneficiaries are difficult

Your job is *not* to “balance the interests” of the State or the taxpayers

Your job is *not* to please everyone who wants something from the fund

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## Conflicts of Interest

- Courts are very strict on fiduciaries
  - The “court of public opinion” is very strict as well
- Fiduciary standards have increased in complexity
 

\*\*\*\*\*      \*\*\*\*\*      \*\*\*\*\*      \*\*\*\*\*
- Don't engage in self-dealing
- Don't engage in self-enrichment
- Personal financial gain from the fund is prohibited
- Reputational enhancement by using your status with the fund should be avoided

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## Cofiduciary Liability

Cofiduciary liability means  
“you are your brother's keeper”

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If you know of a violation and do nothing about it, you are breaching your fiduciary duty

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## Conclusion

- Fiduciary standards are very high
- When times are tough, boards are more closely scrutinized
- Careful, thorough, and scrupulous behavior is expected
- A first-rate process delivers a first-rate outcome
- Your members and beneficiaries expect you to meet and maintain fiduciary standards

## Summaries of Statutory Responsibilities

Employee Trust Funds Board  
Teachers Retirement Board  
Wisconsin Retirement Board  
Group Insurance Board  
Deferred Compensation Board

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### Selected Statutory Responsibilities

#### Employee Trust Funds Board ( 40.03 (1), Stats.)

- Shall authorize and terminate payment of all annuities and death benefits, except disability annuities
- Shall ensure that the Wisconsin Retirement System complies with the Internal Revenue Code as a qualified plan
- Shall approve the tables to be used for computing benefits
- Shall appoint the Secretary of the department
- Shall select and retain an actuary or an actuarial firm
- Shall approve the contribution rates and actuarial assumptions determined by the actuary
- May determine the length of creditable prior service from information available
- Shall accept timely appeals from department determinations, other than appeals of determinations made by the department regarding disability annuities
- May require any employer to distribute to its employees any materials which are determined to be necessary for the efficient administration of the fund
- Shall approve or reject all administrative rules proposed by the Secretary

## Selected Statutory Responsibilities

### Teachers Retirement Board ( 40.03 (7), Stats.)

- Shall appoint 4 members of the Employee Trust Funds Board
- Shall study and recommend alternative administrative policies and rules concerning the objectives of benefit programs for teacher participants
- Shall appoint one member of the State of Wisconsin Investment Board
- Shall approve or reject administrative rules that relate to teachers, except rules promulgated under s. 40. 30, Stats. (intrastate retirement reciprocity)
- Shall authorize and terminate payment of disability annuity payments to teacher participants in accordance with ch. 40, Stats.
- Shall accept timely appeals of department determinations regarding disability annuities for teacher participants
- May amend any rule of the department, Milwaukee Teachers Retirement Board, State Teachers Retirement Board, and Wisconsin Retirement Fund Board in effect on January 1, 1982, to make it no longer applicable to teacher participants

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## Selected Statutory Responsibilities

### Wisconsin Retirement Board ( 40.03 (8), Stats.)

- Shall appoint 4 members of the Employee Trust Funds Board
- Shall study and recommend alternative administrative policies and rules concerning the objectives of benefit programs for participants other than teachers
- Shall appoint one member of the State of Wisconsin Investment Board
- Shall approve or reject administrative rules that relate to participants other than teachers, except rules promulgated under s. 40. 30, Stats. (intrastate retirement reciprocity)
- Shall authorize and terminate payment of disability annuity payments to participants other than teachers in accordance with ch. 40, Stats.
- Shall accept timely appeals of department determinations regarding disability annuities for participants other than teachers
- May amend any rule of the department, Milwaukee Teachers Retirement Board, State Teachers Retirement Board, and Wisconsin Retirement Fund Board in effect on January 1, 1982, to make it no longer applicable to participants other than teachers

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## Selected Statutory Responsibilities

### Group Insurance Board ( 40.03 (6), Stats.)

- Shall enter into contracts with one or more insurers
- May provide any group insurance plan on a self-insured basis
- May provide other group insurance plans for employees and their dependents and annuitants and their dependents
- May take action to carry out the purpose and intent of the group insurance plans provided under ch. 40, Stats.
- Shall offer long-term care insurance policies
- Shall accept timely appeals of department determinations affecting any right or benefit under any group insurance plan provided under ch. 40, Stats.
- May contract for data collection and analysis services related to HMO's and insurance companies that provide health insurance to state employees

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## Selected Statutory Responsibilities

### Deferred Compensation Board ( 40.03 (9), 40.80 (2), and 40.80 (2m))

- Shall determine the requirements and qualifications of plan providers
- Shall approve the terms and conditions of contracts for administrative and investment services
- Shall determine the procedure for the selection of the deferred compensation plan providers
- Shall approve model salary reduction agreements used by state agencies and the service provided to state agencies by plan providers
- Shall require that plan providers reimburse the department for costs incurred in soliciting, evaluating, monitoring and servicing deferred compensation plans
- May accept timely appeals of department determinations affecting any right or benefit under any deferred compensation plan provided under s. 40.80, Stats.
- Shall serve as trustee of any deferred compensation plan established under s. 40.80, Stats., hold the assets and income of the plan in trust, and maintain the plan as an eligible deferred compensation plan as defined in the United States Code

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