



California State Teachers'
Retirement System
Executive Office
P.O. Box 15275
Sacramento, CA 95851-0275
916.229.3700
www.CalSTRS.com

July 31, 2007

TO: Community College Districts

FROM: Jack Ehnes
Chief Executive Officer

SUBJECT: Employer Directive 2007-06
Community College Part-time and Adult Education Instructors
Reporting Base Hours for 2007-08 School Year

PURPOSE

The purpose of this directive is to act as an annual reminder to employers of subdivision (e) of Section 22115 of the Education Code, which was enacted by AB 1586 (Chapter 442, Statutes of 2004) and amended by SB 1465 (Chapter 654, Statutes of 2006). The SB 1465 amendments authorize the California State Teachers' Retirement System (CalSTRS) to establish and implement certain factors and assumptions to determine the compensation earnable for a member employed by a community college prior to July 1, 1996. Implementation of this provision requires CalSTRS to *annually* collect the number of base hours applied to Community College part-time and adult education instructors by class of employee.

SCOPE

This directive applies to all community college districts that employ part-time and adult education instructors to perform creditable service under CalSTRS' Defined Benefit (DB) Program.

Section 22115 requires CalSTRS to recalculate the benefits of part-time instructors and adult education instructors who were members of CalSTRS' DB Program, employed by a community college prior to July 1, 1996, and retired on or after that date. The purpose of the recalculation is to address a possible inadvertent reduction in benefits.

The employer must annually report to CalSTRS the standard (number of base hours) used to determine a full-time assignment for part-time and adult education instructors. It is critical for the employer to provide this information as it is needed for CalSTRS to perform the comparison calculations for affected members.

DISCUSSION

Prior to July 1, 1996, the law stated that the minimum standard for all community college instructors was 1,050 hours per school year. Effective July 1, 1996, and clarified January 1, 1999, Section 22138.5 establishes that the *minimum* standards for community college part-time instructors and adult education instructors were reduced to 525 instructional hours and 875 hours respectively.

It is important to realize that these are *minimum* standards and that it is not mandatory for a community college district to convert to a lower standard. The intent of the changes to the Education Code, however, is to establish standards that accurately reflect the full-time teaching load for part-time and adult education community college instructors.

The changes to the minimum standard resulted in community college instructors hired on a part-time basis accruing service credit at an accelerated rate. If an employer converted to a lower standard, the employee's compensation earnable was reduced proportionately; this action may have had the unintended consequence of lowering the member's final compensation when they went into benefit status.

ACTION

CalSTRS will recalculate the benefits of community college part-time and adult education instructors who meet *all* of the following criteria:

1. were hired by a California community college before July 1, 1996,
2. received a benefit on or after July 1, 1996, and
3. their employer converted to a lower standard (lower number of base hours) after July 1, 1996.

In order for CalSTRS to perform a benefit comparison calculation for eligible members, each community college district is required to provide CalSTRS with the standard (number of base hours) used. The number of base hours is usually determined by the district through the collective bargaining process.

The base hours may eventually be captured by the system on a per member per assignment basis. Until that time, however, CalSTRS is requesting that you provide us with the base hours used by your district for the 2007-08 school year.

Base Hours for the 2007-08 School Year

Please submit the following information to **CalSTRS Community College Recalculation Project** by e-mail, fax, or standard mail:

Community College District Name: _____

CalSTRS-assigned Unit Number: * _____

Community College Contact Name: _____

Contact's Telephone Number: _____

Contact's E-mail Address: _____

2007-08 Base Hours for Part-time: _____

2007-08 Base Hours for Adult Ed.: _____

*Note: If your district applies different standards (base hours) to different subjects (such as 525 hours for English and 540 hours for chemistry) then only submit the **lowest** standard (base hours) used.*

*** A list of the 72 California Community College Districts and their respective CalSTRS-assigned reporting unit numbers has been attached for your reference.**

Contact information:

Community College Recalculation Project
California State Teachers' Retirement System
P.O. Box 15275
Sacramento, CA 95851-0275

Fax 916-229-0969 (Attn: Community College Recalculation Project)

Any of the following may be contacted:

Regina Diaz, (916) 229-0967, rdiaz@calstrs.com

Linda Mains, (916) 229-0122, lmains@calstrs.com.

Valerie Evans, (916) 229-0964, vevans@calstrs.com

**CALIFORNIA COMMUNITY COLLEGES
CALSTRS-ASSIGNED REPORTING UNIT NUMBERS**

| Unit # | COMMUNITY COLLEGE DISTRICTS |
|---------------|---------------------------------------|
| 42051 | ALLAN HANCOCK JOINT COMMUNITY COLLEGE |
| 19015 | ANTELOPE VALLEY COMMUNITY COLLEGE |
| 36270 | BARSTOW COMMUNITY COLLEGE |
| 04030 | BUTTE COMMUNITY COLLEGE |
| 44025 | CABRILLO COMMUNITY COLLEGE |
| 19150 | CERRITOS COMMUNITY COLLEGE |
| 01065 | CHABOT-LAS POSITAS COMMUNITY COLLEGE |
| 36271 | CHAFFEY COMMUNITY COLLEGE |
| 19169 | CITRUS COMMUNITY COLLEGE |
| 30090 | COAST COMMUNITY COLLEGE |
| 19200 | COMPTON COMMUNITY COLLEGE |
| 07079 | CONTRA COSTA COMMUNITY COLLEGE |
| 36279 | COPPER MOUNTAIN COMMUNITY COLLEGE |
| 33001 | DESERT COMMUNITY COLLEGE |
| 19290 | EL CAMINO COMMUNITY COLLEGE |
| 32051 | FEATHER RIVER COMMUNITY COLLEGE |
| 43171 | FOOTHILL-DE ANZA COMMUNITY COLLEGE |
| 43172 | GAVILAN JOINT COMMUNITY COLLEGE |
| 19381 | GLENDALE COMMUNITY COLLEGE |
| 37053 | GROSSMONT CUYAMACA COMMUNITY COLLEGE |
| 27024 | HARTNELL COMMUNITY COLLEGE |
| 13001 | IMPERIAL COMMUNITY COLLEGE |
| 15053 | KERN COMMUNITY COLLEGE |
| 09023 | LAKE TAHOE COMMUNITY COLLEGE |
| 18400 | LASSEN COMMUNITY COLLEGE |
| 19551 | LONG BEACH COMMUNITY COLLEGE |
| 62555 | LOS ANGELES COMMUNITY COLLEGE |
| 34094 | LOS RIOS COMMUNITY COLLEGE |
| 21085 | MARIN, COLLEGE OF |
| 23051 | MENDOCINO-LAKE COMMUNITY COLLEGE |
| 24250 | MERCED COMMUNITY COLLEGE |
| 37054 | MIRA COSTA COMMUNITY COLLEGE |
| 27040 | MONTEREY PENINSULA COMMUNITY COLLEGE |
| 19630 | MT. SAN ANTONIO COMMUNITY COLLEGE |
| 33003 | MT. SAN JACINTO COMMUNITY COLLEGE |
| 28030 | NAPA VALLEY COMMUNITY COLLEGE |
| 30088 | NORTH ORANGE COUNTY COMMUNITY COLLEGE |
| 01061 | OHLONE COMMUNITY COLLEGE |
| 33005 | PALO VERDE COMMUNITY COLLEGE |
| 37052 | PALOMAR COMMUNITY COLLEGE |
| 19705 | PASADENA AREA COMMUNITY COLLEGE |
| 01063 | PERALTA COMMUNITY COLLEGE |
| 30092 | RANCHO SANTIAGO COMMUNITY COLLEGE |
| 12035 | REDWOODS COMMUNITY COLLEGE |
| 19749 | RIO HONDO COMMUNITY COLLEGE |

| Unit # | COMMUNITY COLLEGE DISTRICTS continued |
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| 33007 | RIVERSIDE COMMUNITY COLLEGE |
| 36272 | SAN BERNARDINO COMMUNITY COLLEGE |
| 37060 | SAN DIEGO COMMUNITY COLLEGE |
| 63098 | SAN FRANCISCO, CITY COLLEGE OF |
| 39550 | SAN JOAQUIN DELTA COMMUNITY COLLEGE |
| 43176 | SAN JOSE/EVERGREEN COMMUNITY COLLEGE |
| 40910 | SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE |
| 41050 | SAN MATEO COUNTY COMMUNITY COLLEGE |
| 42052 | SANTA BARBARA COMMUNITY COLLEGE |
| 19795 | SANTA CLARITA COMMUNITY COLLEGE |
| 19801 | SANTA MONICA COMMUNITY COLLEGE |
| 54075 | SEQUOIAS, COLLEGE OF THE |
| 45036 | SHASTA-TEHEMA-TRINITY JOINT COMMUNITY COLLEGE |
| 31042 | SIERRA JOINT COMMUNITY COLLEGE |
| 47031 | SISKIYOU JOINT COMMUNITY COLLEGE |
| 48527 | SOLANO COUNTY COMMUNITY COLLEGE |
| 49091 | SONOMA COUNTY JUNIOR COLLEGE |
| 30096 | SOUTH ORANGE COUNTY COMMUNITY COLLEGE |
| 37055 | SOUTHWESTERN COMMUNITY COLLEGE |
| 10650 | STATE CENTER COMMUNITY COLLEGE |
| 56626 | VENTURA COMMUNITY COLLEGE |
| 36273 | VICTOR VALLEY COMMUNITY COLLEGE |
| 10017 | WEST HILLS COMMUNITY COLLEGE |
| 15054 | WEST KERN COMMUNITY COLLEGE |
| 43175 | WEST VALLEY-MISSION COMMUNITY COLLEGE |
| 50053 | YOSEMITE COMMUNITY COLLEGE |
| 58045 | YUBA COMMUNITY COLLEGE |