



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

July 3, 2008

TO: Community College Districts

FROM: Jack Ehnes  
Chief Executive Officer

SUBJECT: Employer Directive 2008-05  
***Supersedes Employer Directive 2007-06***  
Community College Part-time and Adult Education Instructors  
Reporting Base Hours for 2008-09 School Year

### **PURPOSE**

The purpose of this directive is to remind employers of subdivision (e) of Section 22115 of the California Education Code, which was enacted by Assembly Bill (AB) 1586 (Chapter 442, Statutes of 2004) and amended by Senate Bill (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 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 he or she 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. 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 annually 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.

### Base Hours for the 2008-09 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 Fax Number:** \_\_\_\_\_

**Contact's E-mail Address:** \_\_\_\_\_

**2008-09 Base Hours for Part-time:** \_\_\_\_\_

**2008-09 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.*

***NOTICE:** Effective **July 1, 2009**, employers will no longer be required to report the base hours on an annual basis. Instead, CalSTRS will require employers to report the **Classification Code and Base Hours** on the Monthly and Supplemental Reports of Retirement Contributions (F-496 files) for members employed by a community college in part-time or adult education assignments. CalSTRS' Employer Directive 2008-03 explains these upcoming changes.*

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

Fax (916) 229-3283 (Attn: Community College Recalculation Project)

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

<b>Unit #</b>	<b>COMMUNITY COLLEGE DISTRICTS</b>
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

<b>Unit #</b>	<b>COMMUNITY COLLEGE DISTRICTS continued</b>
19749	RIO HONDO COMMUNITY COLLEGE
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