



California State Teachers'
Retirement System
Executive Office
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April 14, 2009

TO: Community College Districts

FROM: Jack Ehnes
Chief Executive Officer

SUBJECT: Employer Directive 2009-03
Community College Reporting Assignment Codes

PURPOSE

The purpose of this directive is to remind employers of the importance of using the proper assignment codes when reporting to the California State Teachers' Retirement System (CalSTRS).

SCOPE

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

DISCUSSION

It has come to our attention that some community colleges have been erroneously using Assignment Codes when reporting to CalSTRS DB Program.

ACTION

The following chart illustrates the proper use of assignment codes for community college reporting:

Community Colleges	
Instructor	Assignment Code
Reduced Workload Program	36*
Elected officer of an employee organization	37
Substitute	54
Contract service (full-time or part-time)	57
Part-time and Adult Education (daily or hourly)	58
Post-Retirement Employment for those on CalSTRS retirement or disability	61
Exchange or Sojourn full-time member	62
Limited term enhancement: DBS only	71

* Discontinue use of 34.

Community College Substitute Instructors:

Community college substitute instructors should *always* be reported to CalSTRS with Assignment Code 54. Do *not* report community college substitute instructors with an Assignment Code 58, which is restricted to part-time and adult education community college instructors.

Assignment Codes Restricted to K-12 Schools:

Assignment Codes 44, 45, and 55 are *restricted to K-12 schools, and should never be used by community colleges.*

- **Assignment Code 44** is to be used for K-12 year-round substitute reporting.
- **Assignment Code 45** is to be used for K-12 part-time year round reporting.
- **Assignment Code 55** is to be used for K-12 part-time instructors in a “conventional” school.

If you have any questions regarding this employer directive, please contact your CalSTRS Member Account Services Representative.