

August 28, 2013

TO: All County Superintendents of Schools  
District Superintendents of Schools  
Community College Districts and  
Other Employing Agencies

FROM: Jack Ehnes  
Chief Executive Officer

SUBJECT: Employer Directive 2013-04  
*Supersedes Administrative Directive 89-5 Amended, dated March 9, 1994*  
CalSTRS No Longer Performs Change of Base Calculations

## **PURPOSE**

The purpose of this directive is to inform employers that CalSTRS no longer performs change of base calculations.

## **SCOPE**

This directive applies to all county superintendents of schools, school districts, community college districts, and other employing agencies that employ persons to perform creditable service under the CalSTRS Defined Benefit Program, Defined Benefit Supplement Program and Cash Balance Benefit Program.

## **DISCUSSION**

A change of base is a manual calculation that CalSTRS performed when a member changed positions in a school year that require different base days to fulfill the requirements of full time. While the member may have worked the entire school year, the member did not work the full complement of base days to earn a full year of service credit. For example, a teacher begins the school year working in a full-time position that requires 185 days. That teacher worked 100 of the 185 days and then is hired in a new full-time position that requires 215 days. Since the second position has a higher base day requirement and the teacher started the position late, the teacher cannot fulfill the higher base day requirement. The change of base calculation would modify the compensation earnable to grant the member a full year of service credit.



Upon review of Education Code sections 22701, "Computation of service to be credited", 22115, "Compensation earnable", and 22138.5, "Full-time minimum standard", CalSTRS does not have the authority to grant service credit for which service has not been performed nor compensation paid. Therefore, CalSTRS has discontinued processing change of base requests.

**ACTION**

Please refer questions concerning this directive to your CalSTRS Member Account Services Representative.