

Employer Information Circular

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Reporting Requirements for Community Colleges

Effective July 1, 2009, CalSTRS will require reporting of Classification Code and Base Hours on the Monthly and Supplemental Reports of Retirement Contributions (F496 files) for members employed by a community college in part-time (hourly or daily) or adult education assignments. This applies to all community college districts that employ part-time (hourly or daily) and adult education instructors performing creditable service under CalSTRS' Defined Benefit Program. **The new information will only be required for contribution lines with report periods beginning on or after 07/01/2009.**

Refer to CalSTRS' Employer Directive 2008-03 dated June 2, 2008, for additional information, including the revised Contribution Line Detail (F496) Data Record Format. Frequently Asked Questions are attached for your convenience.

If you have additional questions, contact your CalSTRS Member Account Services Representative.

Reference: Classification Codes and associated minimum Base Hours

<u>Classification Code</u>	<u>Base Hours (minimum)</u>
01 – Lab Instructor	525
02 – Lecturer / General Instructor	525
03 – Adult Education Instructor	875
04 – Librarian	1050
05 – Counselor	1050

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Community College Reporting of Classification Codes and Base Hours FAQ

Q1. Why does CalSTRS have the classification codes?

A1. Classification codes, along with base hours, are used to specifically differentiate assignments of part-time (hourly or daily) and adult education instructors as their respective minimum base hours requirements are different.

Q2. How will CalSTRS use this new data (Classification Codes and Base Hours)?

A2. The purpose of the new data is to address a possible inadvertent reduction in benefits. As stated in the Employer Directives 2007-06, 2008-03, and 2008-05, CalSTRS will be using this data for the recalculation of benefits, as necessary, for those employed by a community college prior to July 1, 1996, and retired on or after that date, or for those who have not yet retired.

Classification codes are used by CalSTRS to determine the appropriate associated minimum base hours per the Education Code. The **classification codes** and **base hours** together are used to recalculate benefits for part-time (hourly or daily) and adult education instructors at community colleges.

Q3. When do I, as a community college employer, have to start reporting these new data elements?

A3. Effective for the report containing creditable service beginning July 1, 2009 (i.e. Report Period 01), CalSTRS will require reporting of **classification codes** and **base hours** on the Monthly and Supplemental Reports of Retirement Contributions (F496 files) for members employed by a community college in part-time (hourly or daily) or adult education assignments.

Q4. Under what reporting situations are these new data elements (classification codes and base hours) required to be reported on a contribution line?

A4. Earnings meeting ALL the following criteria require the inclusion of the classification code and base hours on a contribution line:

- When the report unit is a community college
- When the member code indicates member service (1)
- When the assignment code indicates community college part-time (hourly or daily) or adult education (58¹)
- When the contribution code indicates anything other than lump sum (6) or overtime (9²)

¹ Assignment Code 58 should be the only code used to indicate part-time community college service. Assignment codes 45 and 55 are for part-time (non-sub) service at year round K-12 and conventional K-12 schools respectively

² As of 7/1/2002, Contribution Code 9 for overtime service is a discontinued contribution code and should only be used for lines that affect service prior to 7/1/2002.

- When the employee's defined benefit account has been marked as AB1586 eligible per the following criterion:
 - Contribution lines meeting the criteria listed above were received for those employed by a community college prior to July 1, 1996, and retired on or after that date or not yet retired.

Q5. Is there an indicator that employers can see that shows whether an employee has been marked in CalSTRS' system as eligible for the recalculation of benefits per AB1586 legislation?

A5. Yes, it is called the "AB1586 indicator," and can be found using the person/account lookup function of the Remote Employer Access Program (REAP) within the Secure Employer Web site (SEW). *See A4 for criteria on how this indicator was set by CalSTRS.*

AB1586 Indicator Valid Values include:

Y = **Yes**, the member was determined eligible per the criteria above for the recalculation of benefits per the AB1586 legislation

R = **Review** (system set for a Defined Benefit Program (DB) account in benefit status)

M = **Yes**, the member was determined eligible but manual intervention was required (manually set for a DB account in benefit status)

N = **No**, although the member was originally determined eligible (Indicator set to "Y"), after further review, member was deemed ineligible

Blank = **No**, the member was determined NOT eligible for the recalculation of benefits per the AB1586 legislation

Q6. Our community college currently uses assignment code 58 for part-time (hourly or daily) assignments as well as substitute service. Is this correct?

A6. That is not correct if you are using assignment code 58 for substitute service. Substitute service should be reported using Assignment Code 54 since substitutes may mandatorily qualify for DB Program membership by working 100 days or more in a fiscal year.

Q7. Does CalSTRS want classification codes and base hours only for lines with Assignment Code 58, whether the lines are for member or non-member service?

A7. Classification codes and base hours are required only for member part-time (hourly or daily) and adult education instructors at a community college, not for non-members.

Note: Both non-member and member part-time and adult education service should be reported with assignment code 58.

The full criteria for reporting base hours can be found in answer A4.

Q8. Can community colleges assume that retro pay rate adjustments (Contribution Code 5) and special compensation (Contribution Code 6) lines do not need classification codes and base hours?

A8. Yes and No, retro pay rate adjustments (Contribution Code 5), may require base hours and classification codes if they meet the other criteria listed in answer 4 (A4). However, special compensation (Contribution Code 6) lines do NOT require the reporting of base hours or classification codes.

The full criteria for reporting base hours can be found in answer A4.

Q9. What are the classification codes (and associated minimum base hours) and how should I apply them to my positions?

A9. The valid classification codes (and associated minimum base hours) are:

01 – Lab Instructor (525)

- Part-time (hourly or daily) instructor assignment in a lab setting

02 – Lecturer / General Instructor (525)

- Part-time (hourly or daily) instructor assignment in a lecture or general instructional setting, including other part-time non-teaching duties, such as classroom supervisory, curriculum development, coaching duties, as well as classified positions that qualify to be reported to CalSTRS

03 – Adult Education Instructor (875)

- Adult Education instructor assignment as defined by the community college and the California education code

04 – Librarian (1050)

- Part-time (hourly or daily) librarian

05 – Counselor (1050)

- Part-time (hourly or daily) counselor

Guidelines:

- The rules for reporting creditable service (Reference Education Code 22119.5 - Creditable Service) have not changed. Therefore, only positions that are appropriately reported as part-time (hourly or daily) or adult education instructor positions at a community college (Assignment Code 58), per the Education Code referenced above are impacted by the classification code and base hours requirement.
- For instructors that are appropriately reported as part-time (hourly or daily) or adult education instructor (assignment code 58) and do not appear to fit into the classification code descriptions given, such as coaching, classroom supervisors, academic senate, and other non-teaching assignments, including classified

positions that qualify to be reported to CalSTRS, “General Instructor” has been added to the Lecturer description and is intended for these assignments

- For combined Lab/Lecture instruction:
 - When the service cannot be divided into separate contribution lines, due to identical pay rates, then please report the service as either Lab Instructor (01) or Lecturer/General Instructor (02) as the workload between the two best fits (works majority of hours as a Lab Instructor, then report classification code as 01 – Lab Instructor) – the minimum base hours for both are the same and, therefore, these hours will not affect the recalculation of benefits.
 - Where the combined service is currently distinguished from and divided into separate contribution lines (i.e. due to pay rate differences), then report the classification code and associated base hours as they best fit (worked as both a Lab Instructor and Lecturer, then report multiple lines as appropriate with the associated classification code and base hours on each respective line).

For clarification on how to report any assignment correctly, contact your CalSTRS Member Account Services Representative.

Q10. What classification code would be used for “coaching”?

A10. If the “coaching” position meets the criteria established by Education Code 22119.5 (Creditable Service), and the service is part-time (hourly or daily) / adult education for community college, then the classification code should be Lecturer / General Instructor (02)

See answer A9 guidelines.

Q11. In the instance where the classification code and base hours are not required on the contribution detail line (see criteria in answer A4), such as when the line is designated as **full**-time service in the community college, should the data fields (positions 101-108) on the file contain zeros or blanks?

A11. When the classification code and base hours are not required on the line, the data in those positions can be either blank or zeros.

Q12. If we start using the new classifications codes and base hours fields now in 2008-2009 (Before 7/1/2009) for the community colleges, can we do it for **some** part-time (hourly or daily) and adjunct assignments or must we do it for all?

A12. Prior to the required date of 7/1/2009, community colleges can report on some, all or none, but you must report for all starting with fiscal year 2009-2010 effective 7/1/2009.

Note: The SEW site release 4, scheduled for late April 2009, will process new business rules that pertain to classification codes and base hours and provide users with feedback of the processing results.

Q13. Where can I find information on the two new fields (Base Days and Classification), which are being added to the Contribution Line 'L' record (101-110)?

A13. Refer to Employer Directive 2008-03. Also, detailed F496 file specification information can be found through the Data Submissions link from the SEW Homepage. The data specifications, valid values and business rules related to classification codes and base hours are included.

Q14. I understand the fields (classification code and base hours) are only required for community colleges. Our County Office of Education combines the CalSTRS data from the community college with our final submission. Any information on the field size, location, definition, edit criteria would be helpful.

A14. The full criteria for reporting these fields can be found in answer A4.

For further reference, please see Employer Directive 2008-03. Also, detailed F496 file specification information can be found through the Data Submissions link from the SEW Homepage. The data specifications, valid values and business rules related to classification codes and base hours are included.

Q15. I have positions that fit the classifications listed in Employer Directive 2008-03 but effective in 2008-2009 we are receiving special funding for a new class that will teach English as a second language. Their base hours will be 752.5. How do I report their service?

A15. For the assignment described above, if:

- The position is a certificated position
- Reported using Part-time (hourly or daily) or Adult Education Instructor at a community college Assignment Code (58)
- The instructor was employed by a community college prior to July 1, 1996, and retired on or after that date or has not yet retired.

Then, it should be reported with the Lecturer / General Instructor classification code (02) and the base hours of 752.5

See answer A9 for more information.

For clarification on how to report any assignment correctly, contact your CalSTRS Member Account Services Representative.

Q16. Could classification codes and base hours also be reported on lines with Assignment Code 57 or all lines from a community college, even though those fields may not be required?

- A16.** No. Contribution lines reported with Assignment Code 58 are the only lines on which the community college is required to report the classification codes and base hours data.

See answer A4 for clarification on the requirements to report classification codes and base hours. Reporting classification codes and base hours on other community college lines is allowed. However, the data on those lines will be edited against the business rules to ensure the appropriate valid values (e.g. cannot report classification codes without base hours and vice versa). Detailed F496 file specification information can be found through the Data Submissions link from the SEW Homepage. The data specifications, valid values and business rules related to classification codes and base hours are included.

- Q17.** Do community colleges have to report classification codes and base hours on a line that uses contribution code 6?

- A17.** No. The classification code and base hours information is not required on a Contribution Code 6 line.

See answer A4 for clarification on the requirements to report classification codes and base hours.

- Q18.** What if a lecture class includes a lab that is taught by one instructor, and both the class and the lab position is one position and paid with one pay rate?

- A18.** See answer A9 guidelines.

- Q19.** Employer Directive 2008-03 refers to “part-time and adult education instructors.” Is it safe to assume that the only valid combination for these positions would be member code “1” and assignment code “58”? And should I report base hours and classifications for all lines meeting these criteria?

- A19.** Yes and no. Part-time (hourly or daily) and adult education instructors who are CalSTRS non-members should be reported with member code “2” and assignment code 58. Their lines will not require the new reporting elements.

Member lines reported as assignment code 58 and member code 1 meet part of the requirements for AB1586 reporting, but other criteria is also applied in determining whether classification code and base hours are required. See Answer A4 for more information on the requirements to report classification code and base hours.

- Q20.** Employer Directive 2008-03 refers to Employer Directive 2007-06, dated July 30, 2007. Will a new directive be sent out to request information for 2008-2009?

- A20.** No, Classification codes and base hours for the 2008-2009 fiscal year should be reported to CalSTRS per the 2007-06 directive. Beginning with the 2009-2010 fiscal year,

classification codes and base hours will need to be reported monthly on the F496 contribution file per the 2008-03 directive.

Q21. What classification code would we use for a classified position that qualifies to be reported to CalSTRS?

A21. If the classified position meets the criteria established by Education Code 22119.5 (Creditable Service), and the service is part-time (hourly or daily) / adult education for community college, then the Classification Code should be Lecturer / General Instructor (02).

See answer A9 for guidelines.

Q22. I have been submitting a yearly Base Hours Reporting Form for my college's positions. Do I have to continue sending in this form?

A22. No. The yearly Base Hours Reporting Form is no longer required by CalSTRS.