

Employer Information Circular



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2001 CalSTRS/EMPLOYER INSTITUTE

'VALUED PARTNERS SERVING VALUED CUSTOMERS'

The purpose of this circular is to inform you that the California State Teachers' Retirement System (CalSTRS) will be presenting two Institutes in the spring of 2001. **The Northern California Institute will be held at the Tenaya Lodge at Yosemite, 1122 Highway 41, Fish Camp, CA 93623 on April 10 and 11, 2001. The toll free telephone number is (800) 635-5807. The Southern California Institute will be held at the Holiday Inn Select Riverside, 3400 Market Street, Riverside, CA 92501 on May 3 and 4, 2001. The toll free telephone number is (877) 291-7519.**

The Institutes are offered as a complete two-day conference. Past experiences have proven that the full benefit of the information available at the Institutes cannot be obtained by attending only one day. The first day's presentations will not be repeated on the second day's agenda.

Again this year we are offering a second track on the first day that is designed for managers, supervisors, and human resources staff. The emphasis will be on legal authority, policy, and rationale for CalSTRS procedures as opposed to the more technical description of forms and procedures provided in the membership, reporting, and accounting workshops. Space allocated for the two tracks is about one third for the manager, supervisor, and human resources track, and two thirds for the membership, reporting, and accounting track. Both tracks the first day will be followed by a panel discussion of issues suggested by attendees.

The workshop agenda on the second day will be technical workshops on the benefit processes, Accounting, Cash Balance Benefit/403(b) Program, Survivor Benefits, CalSTRS web site, Auditing, and Disability Services. Each is presented only once. Workshops the second day is scheduled to end at 1:00pm with lunch taking place immediately after the last workshop.

On both days, CalSTRS staff will be available for questions on specific problem areas and cases at an area located close to the registration table.

Come join us to prove that 'valued partners serving valued customers' can be a winning team.