CALSTRS
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California State Teachers'
Retirement System
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December 17, 2018

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

FROM: Jack Ehnes
EXECUTIVE OFFICE

SUBJECT: Employer Directive 2018-05
Senate Bill 179 "Gender Recognition Act" (Chapter 853, Statutes of 2017)

PURPOSE:

This directive notifies employers of how to enroll new employees whose gender is nonbinary in the CalSTRS system.

SCOPE:

This directive contains information for county superintendents of schools, school districts, charter schools, community college districts and any agency that employs individuals to perform creditable service under the CalSTRS Defined Benefit, Defined Benefit Supplement and Cash Balance Benefit programs.

DISCUSSION:

Senate Bill 179 (Chapter 853, Statutes of 2017), also known as the Gender Recognition Act, grants individuals the ability to select male, female or nonbinary to conform to their gender identity on certain official documents such as a birth certificate, driver license or state-issued ID card.

Gender is currently a required field when enrolling an employee in CalSTRS via the MR 87 file or the Remote Employer Access Program. Gender options are currently limited to male or female, but CalSTRS plans to have a nonbinary gender option in our new pension administration system. In the meantime, CalSTRS is tracking accounts for persons whose gender should be updated to nonbinary when the option is available.

If a new employee has a nonbinary gender, we ask that you follow the steps below and contact us so that we can annotate the account for updating in our new system. We ask that you denote the

employee's gender as female during the interim so that we can use conservative assumptions for actuarial purposes until the gender is corrected on the account. If an existing employee requests to change their gender identification in the CalSTRS system, please ask the employee to contact CalSTRS directly.

ACTION

If…	*Then…*
You are enrolling a new employee in the CalSTRS system and the employee's gender is female or male	☐ Enter the employee's gender as female or male, whichever is applicable, on the MR 87 file or via the Remote Employer Access Program.
You are enrolling a new employee in the CalSTRS system and the employee's gender is nonbinary	☐ Enter the employee's gender as female on the MR87 file or via the Remote Employer Access Program. ☐ Email EmployerHelp@CalSTRS.com with the employee's name and Client ID and notify your Employer Services Representative that the employee's gender is "nonbinary."
An established employee contacts you to change their gender identification in the CalSTRS system	☐ Advise the employee to contact CalSTRS directly to update their information. Employees can send us a secure online message using their *my*CalSTRS account, call us at 800-228-5453 or write to us at: CalSTRS, MS 85 P.O. Box 15275 Sacramento, CA 95851-0275

If you have any questions regarding this Employer Directive, please contact your CalSTRS Employer Services Representative at EmployerHelp@CalSTRS.com or 877-227-5778.

This Employer Directive does not take precedence over the law.