Teachers' Retirement Board

WELCOME

TO

Training for Boards of Education

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- Membership
- Rules & Terminology
- Transmittal Process
- Voluntary Account
- Supplemental Account
- Member Annual Statements
- Rollovers/Withdrawals
- Q & A

TRB Overview

Retirement System for CT Public School Educators

- Retirement Benefits
- Disability Allowance
- Survivorship Benefits
- Post-Retirement Health Insurance
- Retirement Savings
  - Supplemental Account
  - Voluntary Account

Qualified Plan (401a – Defined Benefit Retirement Plan)

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TRB Overview

Minimum Retirement Eligibility Requirements

NORMAL	20 years CT service / age 60 35 years service (minimum 25 CT) / any age
EARLY	20 years service (15 CT) / age 55 25 years service (20 CT) / any age
PRORATABLE	Age 60 10 – 19.9 years CT service
VESTED DEFERRED	10 years CT service prior to age 60

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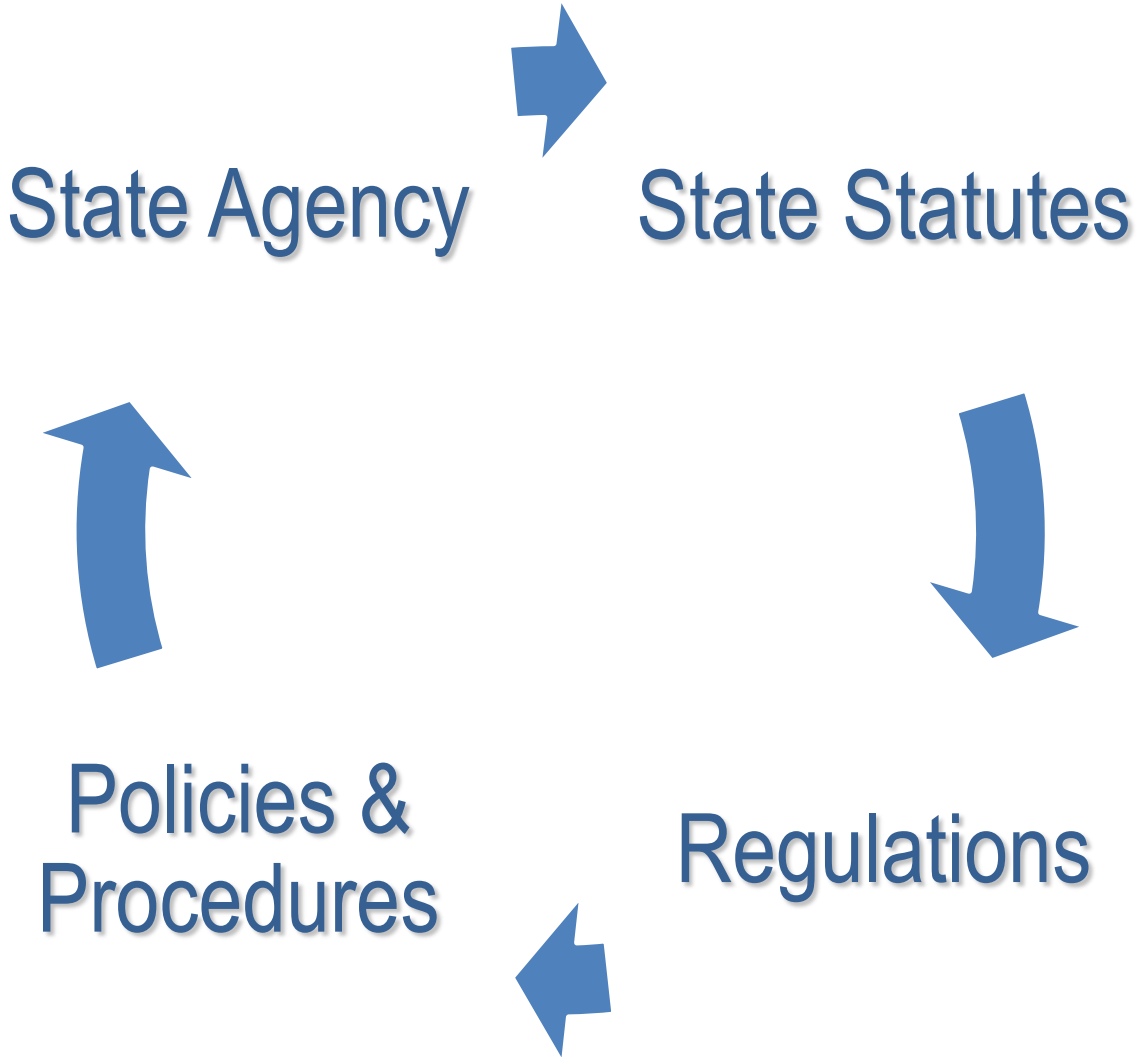
TRB Overview



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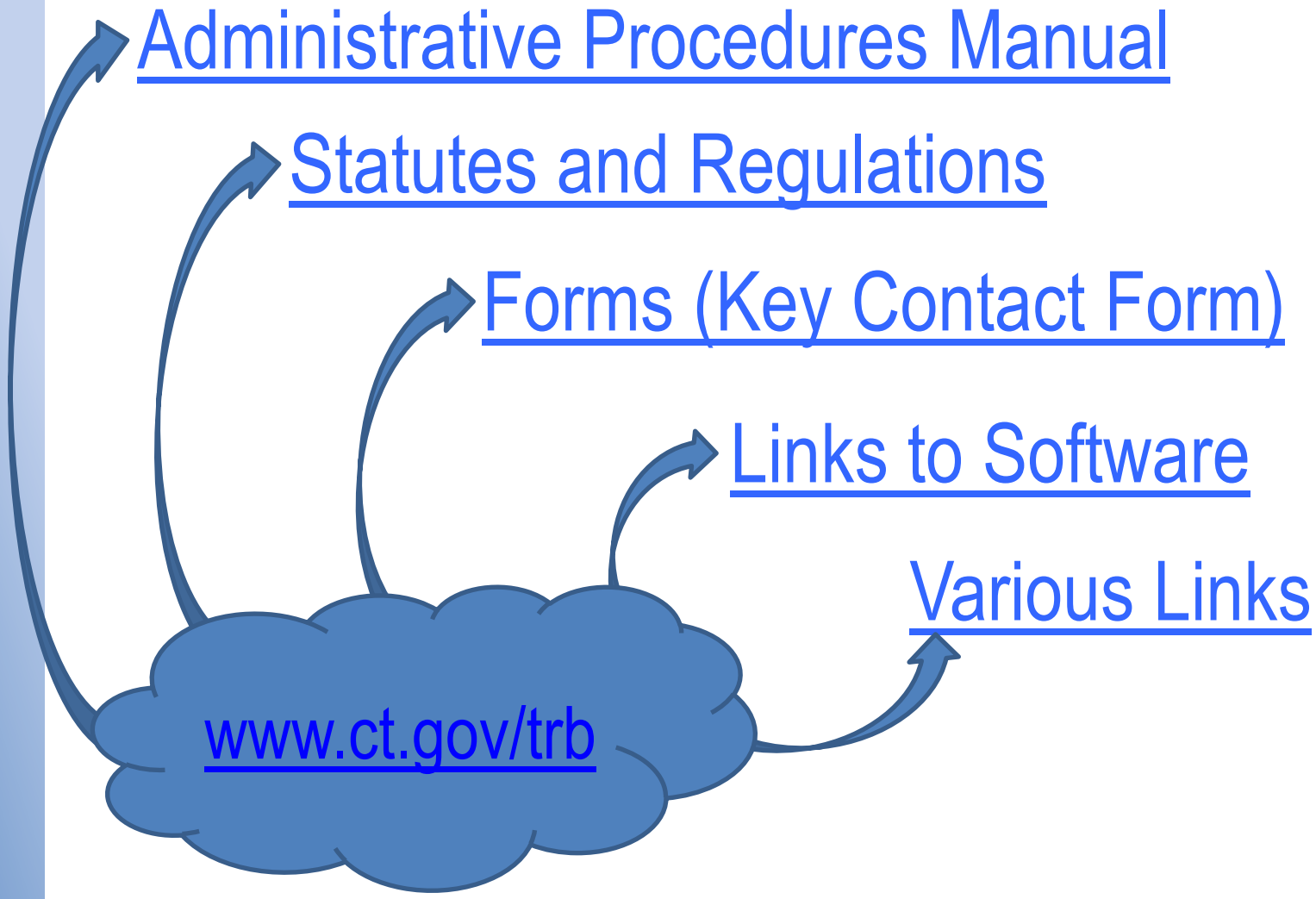
Organization

TRB

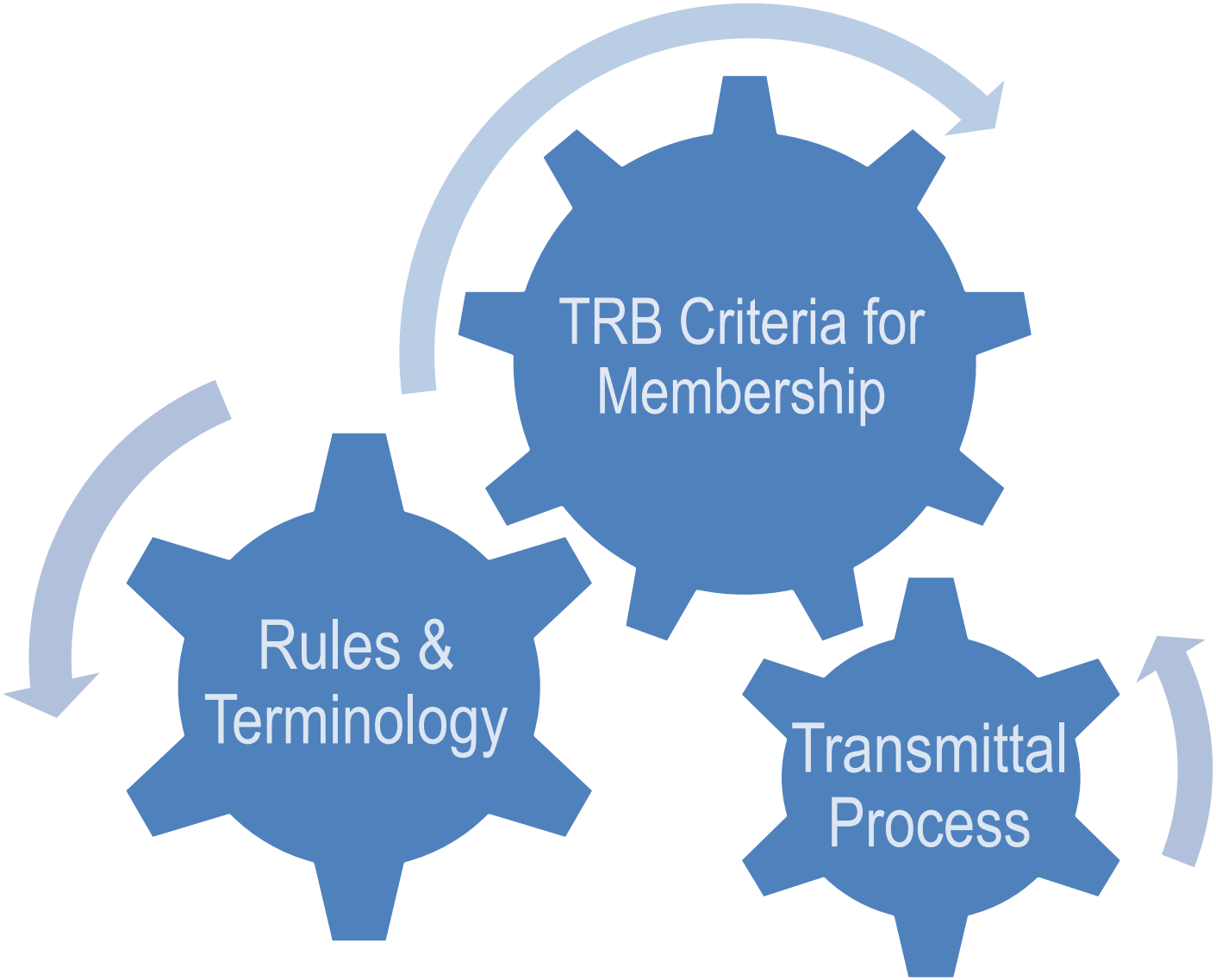
- Board of Directors
- Agency Administration
- Retirement (Benefits) Division
- Accounting Division
- IT Division

Website Overview

TRB



Membership



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Membership

TRB

Criteria

- Mandatory or excluded
- First working day of the month
- Employed (Hired/Paid) by BOE (including Charter School, RESC, others)
  - Not by the Municipality
  - Employee, not a consultant or independent contractor
  - Not by a third party (corporation)
- Work at least half-time
- Certification (including permits)
  - Required for position
  - Held by teacher
- TRB / Social Security (Section 218 Agreement)

Membership

Criteria (continued)

- Eligible Compensation
- Monthly Status

Status

- Active
- Inactive
- Annuity Reserve (Inactive 25+ years)
- Deferred Vested
- Terminated
- Retired

TRB

Members

CT Public School Educators

- Teachers / Educators
- Administrators (Superintendents, Principals, etc.)
- Other Positions Requiring Certification by the State Department of Education
  - Guidance Counselors
  - School Psychologist
  - School Social Workers
  - Others

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Rules & Terminology

- **Eligible Earnings** (Ineligible earnings probably subject to Social Security)
- **Pensionable Salary**
- **Earnable Salary**
- **Full Time/Part Time (FT/PT)**
- **Full Time Equivalency (FTE)**
- **1/10 of Annual Salary**

TRB

Rules & Terminology

Includable Payments

- Teaching/Educating (all eligible positions)
  - Annual Contract Salary
  - Paid Time Off (sick, personal)
  - “Sixth Assignment”
- Longevity
- Salary Differentials
  - Department Head
  - Extended School Year
- Homebound Teaching
- Alternative School Programs

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Rules & Terminology

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Includable Payments (continue)

- Additional Duties Beyond School Year
  - Guidance Counselors
  - School Psychologists
  - School Social Workers
- Athletic Coaching Assignments (continuous since 1971)
- Adult Education (diploma, not GED)
- Paid Administrative Leave
- Part-Time Lecturing

Rules & Terminology

Excludable Payments

- Extra Duty
- Athletic Coaching Since 1971
- Terminal Pay
- Unused Sick/Vacation
- Incentive Compensation
- Expense Reimbursement
- Fringe Benefits
- Timing Directed by Member
- Summer School (as defined)
- Curriculum Development (Unless Regular/Contractual)
- Monitoring In-School Suspension
- Intermittent Responsibilities
- Payments to Superintendent Not Part of Base Salary

TRB

Rules & Terminology

TRB

Pensionable Salary

- Salary for Service
- Exclusions
- Maximum Pensionable Salary

Substitute Service

- Permanent
- Regular

New Members

- Add to Transmittal
- No Membership Application
- Active Teacher Beneficiary Form
- Form SS1945

Rules & Terminology

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Post-retirement Employment

- Subject Shortage Area / Priority School District
- 45% rule
- No TRB Contributions

Certification Issues

- Educator Certification
- Durational Shortage Area Permit (DSAP)
- Substitute Authorization / Permit
- Alternate Route to Certification (ARC)

Rules & Terminology

Multiple Districts

Health Insurance

- Active/Inactive Members (None)
- Retired Members in the BOE Plan (Subsidy)
- Retired Members on Medicare Parts A & B (Medicare Supplement Plan)
- Post Retirement Employment in Shortage Area / Priority District
- Employing School District
  No subsidy from TRB; otherwise, (45% rule) subsidy to last employing BOE (as active member) continues

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Rules & Terminology

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Retirement

- Resignation / Retirement

Summer

- Summer School
- Summer Work (Guidance Counselors, School Psychologists, School Social Workers)
- "School in the Summer"

Salary / Stipends / Salary Differentials

10 months

Rules & Terminology

Leave of Absence (LOA)

- Granted by Board of Education
- Member is unpaid or paid
- No Specific Reason
- No partial LOA – Either working or on LOA, not both at the same time
- Salary not one of highest three
- Mandatory contributions paid directly by member to TRB for current Leave of Absence (CLOA)
- Working Compensation
- Do not report on transmittal

TRB

Rules & Terminology

Leave of Absence (LOA) – (continued)

- First working day of the month
- Paid LOA (sabbatical)

New Rules re Payment for CLOA

Absences from Work

- Detached Duties
- Disability

Longevity

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Rules & Terminology

Superintendents / Administrators

- Base Salary
  - Cash Compensation
  - Longevity
  - Doctoral Payment
  - Annuity (*Salary reduction, not* "Board-paid")
  - Each Item Separately Stated
- Annual Reoccurring Payment
- Paid in Installments
- 10/12 Months
- Summer Earnings
- Job changes during school year

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Rules & Terminology

Teaching

- Teaching Students
  - Signed Teacher's Contract
  - Position requires certification by SDE
  - Member holds certification (excludes SDE, Board of Higher Education)
  - Employed by BOE
  - Works at least half-time
  - Instruction results in academic credit/grade
  - Ongoing program/course offering (included in school's Program of Studies
  - Requires work usually performed on regular schedule, not intermittently

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Rules & Terminology

Teaching (continued)

- Not directly supervised in instruction
- Plan instructional program
- Evaluate student progress
- Develop lesson plans without direct supervision

- Teaching Other Teachers (Mentoring – Senior Teacher, Master Teacher, Teacher Leader)
- Job Description and work activities, not Job Title

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Rules & Terminology

Salary Reductions

- Furloughs (no work, no pay)
- Deferrals (work now, get paid later)
- Concessions (work, no pay)

Merit Pay

- Bonus
- Incentive Compensation

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Rules & Terminology

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- Compensation Method/Timing
- 6% and 1.25% mandatory contributions
- Voluntary Contributions and Installment Contracts
- 5th business day of following month
- 9% annual interest charge on late money & transmittals

Rules & Terminology

TRB

Electronic Funds Transfer (EFT)

- Via wire or ACH Transfer
- One monthly deposit
- Warning letters

1st working day of the month

- Membership
- Pensionable Salary
- School Calendar/Employee's Work Schedule

Work an average of at least 50%

- Average at least 50% each day
- Varying schedule
- Full time as defined by BOE

Rules & Terminology

Additional Assignments

Financial Information

- 10% of Annual Pensionable Earnings
- Annual contract rate
- Eligible additional earnings (ex: longevity, Department Head, extended year duties for designated positions) but excluding ineligible stipends (ex: extra duty)
- Not dependant upon timing of payroll

Other Payroll Deductions

- Voluntary account deposits
- Service purchase contracts

TRB

Transmittal Process

- Revisions & amendments (who corrects & when)
- How to correct
- Retroactive adjustments
- Members and unpaid leaves
- Demographic changes for active teachers (BOE)
- Importance of SS#

TRB

Transmittal Process

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Contact Information

- Address
- Telephone
- Email

Acknowledgment / Exception reports (2-3 days)

No zero or negative earnings

Tumbleweed (https://sfile.ct.gov)

Immediate (30 minutes) acknowledgment

Transmittal Process

Posting requires balanced transmittal / deposit

Written not oral information

Only once per month

- Revisions
- Amendments
- Subsequent transmittal

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Voluntary Account

Acceptable Payments & Dollar Limitations

One withdrawal during active career

- Total account balance
- Mandatory closing – Service Purchase / Retirement
- May reactivate but not withdraw

Actual Rate of Return (declared annually)

On previous June 30 balance

Money must come from member
(directly, payroll deduction, or rollover)

TRB

Supplemental Account

- No new contributions since 1989
- Forfeiture provisions upon withdrawal
- Mandatory closing upon retirement
- Effective 1/1/2010 use to purchase service
- Restored if prior CT Service is purchased

TRB

Member Annual Statements

- Annually as of June 30
- Information is provided by BOE
- Mailed in December to address on record
- Returned statements are destroyed
- Timely identification of questions is very important
- Letter from agency administrator

TRB

Member Annual Statements

Statements contain the following:

- Current status of demographics and beneficiaries
- Cumulative financial information for entire career
- Service Credit information (years of service, additional service purchased)

TRB

Incoming to

Rollovers

Separated from prior service or terminated employment with the former employer

1

Members must meet one of the three criteria

2

Used for purchase of service

3

Attained age 59½

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Incoming to

Rollovers

- TRB issues acceptance letter at request of member
- Member must direct Trustee to transfer funds to TRB
- Funds transferred from Trustee to TRB
- Acceptance procedures and deadlines
- TRB issues receipt to member
- Legislative/Tax issues

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Outgoing from

Withdrawals

- Must be an Inactive Member
- Must be total withdrawal
- Use Application for Withdrawal form and specify rollover or refund
- TRB acknowledges to member
- Rollover only pre-tax funds
- TRB requires letter of acceptance from other state retirement plans

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Outgoing from

Withdrawals

- TRB requires approval of our withdrawal form by receiving Trustee.
- Issued at the end of the 2nd calendar month after receipt of completed application.
- No loans or emergency/hardship withdrawals

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Questions

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Answers