



## District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Ann Redd-Oyedele, Advisor, DBAS: 408-453-6593

Bulletin: 14-024

Date: January 10, 2014

To: District Human Resources and Payroll Directors

From: Ann Redd-Oyedele

Re: Cal PERS 2012-13 Furlough Information

***Attachment 1 to be returned to District Business & Advisory Services by January 22, 2014***

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Government Code Section 20969.2 ensures that certain employees subject to mandatory furloughs will not have their CalPERS retirement benefits impacted due to furloughs. Those employees covered under this mandate include school employees who are employed by a county office of education, a school district, a school district that is a public agency or a community college district, as well as local safety members employed by a contracting agency.

To comply with the requirements of this mandate, CalPERS requests that you complete the attached furlough information which applies to the 2012/2013 Fiscal Year. Please return the information to your advisor at the SCCOE by January 22, 2014. For additional information regarding this mandate, refer to CalPERS circular 200-066-10 and 200-005-11.

CalPERS will be using an annual adjustment process to implement AB 1651. The implementation process will require three steps. Santa Clara County Office of Education (SCCOE) will be the contact point for this process.

### Step 1:

***Each district must complete and return the Furlough Plan Information forms for the 2012-13 Fiscal Year (Attachments No. 1) to SCCOE by January 22, 2014, even if your district has not implemented any furlough plans.*** SCCOE will then forward your information to CalPERS by January 24, 2014. Be sure to include certificated staffs that have elected to continue contributing to CalPERS on their certificated assignment(s).

### Step 2:

Based on the information you provide, CalPERS will create a *Member Information Spreadsheet* that will identify which employee accounts are short service credit and may require an adjustment. Upon receipt of the CalPERS created *Member Information Spreadsheet*; CalPERS will issue completion instructions pertaining to the attached *Member Information Spreadsheet*. Districts will send their information to CalPERS by the deadline established in the bulletin.

### Step 3:

CalPERS will make the proper adjustments to each member's account based on the information provided by each district.

CalPERS membership enrollment procedures are not changing as a result of AB 1651. However, the legislation requires the monitoring of non-member hours to determine the point at which the employee would have qualified for CalPERS membership had the employee not been subject to mandatory furlough. Districts must then establish CalPERS membership for those employees.

Should you have any further questions about the furlough mandate or the attached questionnaire, please e-mail [School and Local Safety Furlough@CalPERS.CA.GOV](mailto:School_and_Local_Safety_Furlough@CalPERS.CA.GOV)

Thanks for your assistance.

*Please distribute this memo within your District as deemed appropriate.*

**Furlough Plan Information- Attachment No. 1- Due to DBAS - January 22, 2014**

Instructions: If your district did not implement a furlough plan or meet the required elements of the plan, indicate “No” on the form and return it to SCCOE.

If your district did meet the furlough plan requirements, complete all the information and return it to your District Advisor on or before January 22, 2014.

**Fiscal Year 2012-13**

District Name		
District Number		
Date Furlough Plan Implemented (N/A if None Implemented)		
Nature of the Plan:	Days:	
	Hours:	
Were the Pay rates reduced due to furlough in order to protect the employee’s total Service Credit? Yes/No		
Does your agency offer earnings based on special compensation? Yes/No		

District Contact Person:		
Phone Number:		
E-Mail Address:		