



District Business & Advisory Services

Bulletin: 21-041

Date: June 29, 2021

To: District Chief Business Officers  
District Fiscal Directors  
District Human Resource and Payroll Managers  
Charter School Administrators

From: Nghia Do, District Business Advisor

Re: Reporting Out-of-Class Appointments for Fiscal Year 2020-21

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The purpose of this bulletin is to remind Districts to report all out-of-class appointments in myCalPERS for fiscal year 2020-21 by July 30, 2021, pursuant to Government Code section 20480, which prohibits school districts from making a limited-term out-of-class appointment exceeding 960 hours each fiscal year. This applies to both Classic and Public Employees' Pension Reform Act (PEPRA) members.

An out-of-class appointment is an appointment to an upgraded position or higher classification by a school district or governing board in a **vacant position** for a limited duration. A vacant position refers to a position that is vacant during recruitment for a permanent appointment. A position that is temporarily available due to another employee's leave of absence is not considered a vacant position.

To certify and report employees' out-of-class hours, please follow the steps below:

1. Sign in myCalPERS
2. Select the tab 'Reporting'
3. Select the tab 'Out-of-Class Validation'
4. Select the Fiscal Year
  - ✚ If a school district has no out-of-class appointment hours to report for the prior fiscal year, then the school district must certify there are no hours to report to CalPERS.
5. Follow the instructions to complete the reporting

Please refer to CalPERS circular letter 200-029-21 for more details

<https://www.calpers.ca.gov/docs/circular-letters/2021/200-029-21.pdf>

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