



District Business and Advisory Services

Bulletin: 24-030

Date: June 28, 2024

To: District Fiscal Directors
District Human Resource and Payroll Managers
District Human Resource and Payroll Personnel

From: Susan Ady, Director - District Business Services
Nghia Do, Advisor - District Business Services

Re: Reporting Out-of-Class Appointment for Fiscal Year (FY) 2023-24

The purpose of this bulletin is to remind Districts to report all out-of-class appointments in myCalPERS for fiscal year 2023-24 by July 30, 2024, pursuant to Government Code (GC) section 20480, which prohibits school districts from making a limited-term out-of-class appointment exceeding 960 hours each fiscal year. The GC section 20480 requires school districts to track the total hours worked by an employee serving in an out-of-class appointment and report the hours no later than 30 days following the end of the fiscal year. Total hours worked include overtime hours and any additional hours for which an employee received compensation. 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 employee's out-of-class hours, please follow the steps below:

1. Sign in myCalPERS
2. Select the 'Reporting' tab
3. Select the 'Out-of-Class Validation' tab
4. Select the Fiscal Year
 - ✚ If a school district has no out-of-class appointment hours to report for the FY2023-24, then the school district must certify that 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.