



CT TEACHERS' RETIREMENT BOARD
165 CAPITOL AVENUE HARTFORD, CT 06106-1673
"An Affirmative Action/Equal Opportunity Employer"
Toll-Free 1-800-504-1102 (959) 867-6333 Fax (860) 525-6018 <https://portal.ct.gov/TRB>

CTRB Membership & Eligibility Requirements for Substitute Teachers

A substitute teacher is eligible for membership in the Connecticut Teachers' Retirement System if they are employed as a permanent substitute teacher for the full school year.

In order to qualify for membership as a permanent substitute teacher **ALL** three of the following conditions must be met:

1. Employment as a substitute teacher must begin on or before the first working day of September.
2. The individual is expected to work the full school year in the same assignment.
3. The individual completes the full school year in the same assignment.

If you hire a teacher as a permanent substitute with the expectation that they will work the full school year in the same assignment, you will be expected to initiate mandatory retirement contributions.

Please note that the mere fact that a substitute teacher was initially paid on a per diem basis but is later paid under the teacher salary schedule under the terms of the collective bargaining agreement does not, by itself, qualify a substitute teacher for CTRB membership.

The determination of whether an individual is classified as a substitute teacher must be made by the Local School District employing such member. If a contract is issued and the employer no longer considers the individual to be serving as a substitute but rather as a regular teacher, membership will be mandatory under the same rules as regular membership.

If the teacher who was absent returns to service or if the substitute teacher leaves prior to the end of the school year, contact CTRB for further instructions.

Although service as a substitute teacher other than as a permanent substitute teacher is not eligible for CTRB membership or credit, such service may be purchasable as additional credited service, provided the teacher has established membership in CTRB.

Substitute Teachers NOT Eligible for CTRB Membership - Examples

- Marion Smith is hired on September 12 as a substitute teacher when the first working day of the school year was September 3. No mandatory contributions are due to CTRB.
- Michael Gold is hired on the first working day of the school year as a permanent substitute for the full school year. Michael fails to complete the full school year. The Local School District must contact CTRB for further instructions.

- Lynn Anderson is hired on the first working day of the school year as a per diem substitute and completes her assignment on March 15. No mandatory contributions are due to CTRB.
- John Jones is hired on the first working day of the school year as a regular (not a permanent) substitute to fill a temporary vacancy for a teacher on leave. The teacher on leave was expected to return to service prior to the close of the school year but she notifies the Local School District on October 24 that she will not return to service. John does not become a permanent substitute if he remains in this role for the rest of the school year; this service may be purchasable as additional credited service.

Substitute Teachers Eligible for CTRB Membership - Examples

- Paula Anderson is hired as a permanent substitute on the first working day of the school year under an annual salary agreement (\$30,000) for the full school year. She works the entire school year and completes her assignment. The Local School District is to remit CTRB mandatory contributions on the contracted salary of \$30,000.

Please feel free to contact this office if you need assistance in determining membership eligibility for a substitute teacher in your employ.