



WELCOME

TO

Training for Boards of Education

A G E N D A

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



TRB Overview

T R B

Retirement System for CT Public School Educators

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

Qualified Plan (401a – Defined Benefit Retirement Plan)

TRB Overview

T R B

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

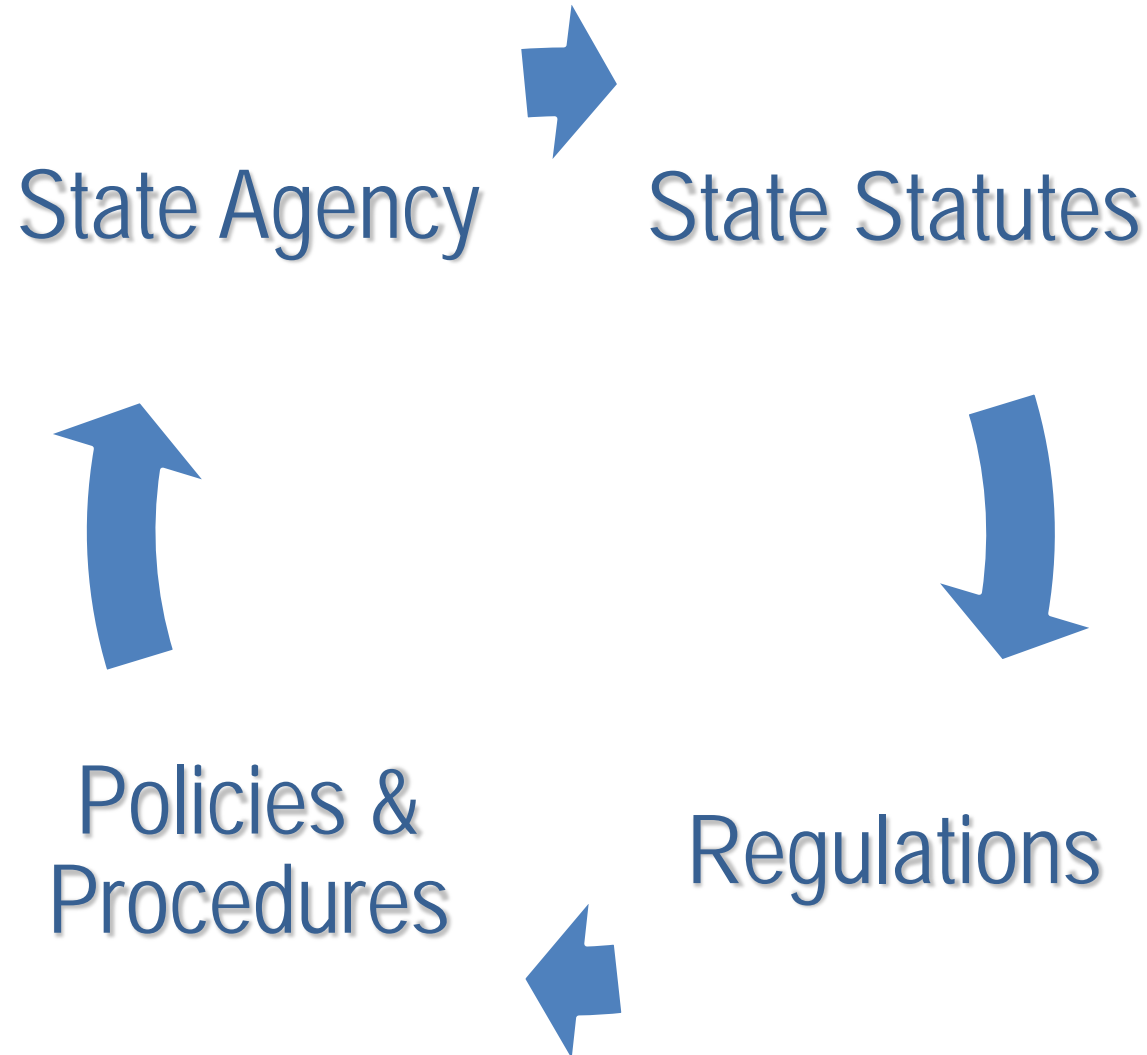
Age 60
10 – 19.9 years CT service

VESTED DEFERRED

10 years CT service prior to age 60

TRB Overview

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Organization

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Board of Directors

Agency Administration

Retirement (Benefits) Division

Accounting (Fiscal) Division

IT Division

Website Overview

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[Administrative Procedures Manual](#)

[Statutes and Regulations](#)

[Forms \(Key Contact Form\)](#)

[Links to Software](#)

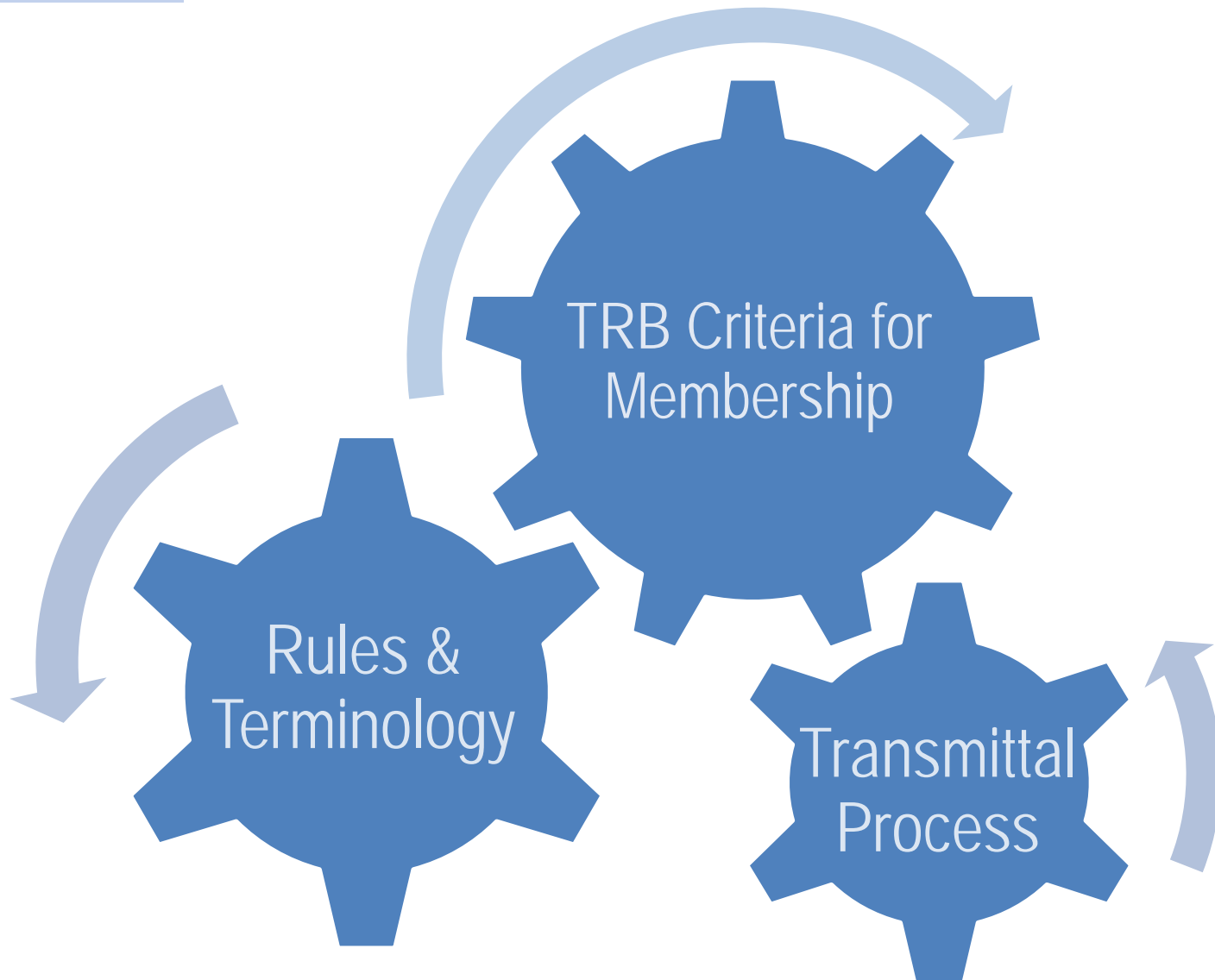
[Various Links](#)

www.ct.gov/trb



Membership

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Membership

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Criteria

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



Membership

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Criteria (continued)

- Eligible Compensation
- Monthly Status

Status

- Active
- Inactive
- Abandoned Funds (Inactive 25+ years/Non-Vested Inactive for 10 years)
- Deferred Vested
- Terminated
- Retired



Members

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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
- School Business Administrators
 - Must include element of supervise & managing certified staff
 - Must be reported to SDE as 092 in Certified Staff File

Rules & Terminology

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Eligible Earnings (Ineligible earnings probably subject to Social Security)

Pensionable Salary

Earnable Salary

Full Time/Part Time (FT/PT)

Full Time Equivalency (FTE)

- $FTE = \text{Pensionable} \div \text{Earnable}$

1/10 of Annual Salary

Rules & Terminology

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Includable Payments

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

Rules & Terminology

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Includable Payments (continue)

- Additional Duties Beyond School Year
 - Guidance Counselors
 - School Psychologists
 - School Social Workers
- Adult Education (diploma, not GED)
- Paid Administrative Leave
- Part-Time Lecturing – State Colleges

Rules & Terminology

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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

Rules & Terminology

Substitute Service

- Includable
 - Permanent – “Long Term” – One Assignment 10 months
- Excludable
 - Daily, Per Diem, Regular, Building, Short Term Subs
 - Purchasable if employee is certified & employed over 40 days

New Members

- Add to Transmittal
- No Membership Application
- Active Teacher Beneficiary Form
- Form SS1945
- [Active Teachers' Handbook](#)

Rules & Terminology

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Post-retirement Employment – [ONLINE FORM LINK](#)

- Subject Shortage Area / Priority School District
- Graduated from Historically Black College or Hispanic Service Institution
- Graduated from High School in Education Reform District
- 45% rule
- No TRB Contributions
- [Post Retirement Reemployment Guide](#)

Certification Issues

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

Rules & Terminology

TRB

Multiple Districts

Health Insurance

- Active/Inactive Members (None)
- Retired Members in the BOE Plan (Subsidy)
- Retired Members on Medicare Parts A & B (Medicare Advantage/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

Rules & Terminology

TRB

Retirement

- Resignation / Retirement

Summer

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

Salary / Stipends / Salary Differentials

10 Month TRB School Year & 12 Month Employees

Rules & Terminology

TRB

Current Leave of Absence (CLOA)

- Granted by Board of Education
- Almost always unpaid
- No specific reason
- No partial LOA – Either working or on CLOA, not both at the same time
- Salary not one of highest three
- Mandatory contributions paid directly by member to TRB
- Do not report on transmittal
- Workers' Compensation

Rules & Terminology

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Current Leave of Absence (CLOA) – (continued)

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

Completed Form Received Prior to Unpaid Leave Starts

New Rules re Payment for CLOA

Rules & Terminology

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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

Rules & Terminology

T R B

Teaching

- Teaching Students
 - Signed Teacher's Contract
 - Position requires certification by SDE
 - Member holds certification (excludes SDE, State Colleges)
 - 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

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

Rules & Terminology

Salary Reductions

- Furloughs (no work, no pay) – does not reduce pensionable salary
- Deferrals (work now, get paid later) – salary is pensionable when earned
- Concessions (work, no pay) – pensionable salary is reduced

Merit Pay

- Bonus
- Incentive Compensation



Rules & Terminology

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Compensation Method/Timing

7% 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

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

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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 curriculum stipend)
- Not dependant upon timing of payroll

Other Payroll Deductions

- Voluntary account deposits
- Service purchase contracts
- Both are on post-tax basis

Transmittal Process

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How to correct

Retroactive adjustments

Members and unpaid leaves

Demographic changes for active teachers (BOE)

- Email Address Requirement

Importance of SS#



Transmittal Process

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Contact Information

- Address
- Telephone
- Email

Acknowledgment / Exception reports (2-3 days)

No zero or negative earnings

Send to Secure FTP Server (<https://sft.ct.gov>)

Immediate (30 minutes) acknowledgment

Transmittal Process

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Posting requires balanced transmittal / deposit

Written not oral information

Only once per month



Voluntary Account

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Acceptable Payments & Dollar Limitations

- Must come directly from member as Payroll Deductions through monthly transmittal on a Post Tax basis

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

Exceptions Process

Errors in Transmittal Software

- Transmittal Software Errors
- “Allow incomplete saves”

Exception Report

- Info = FYI Only
- Warning = Manual TRB Intervention Needed to Post
- Revision = Rehires Need to be Addressed

Exceptions.Transmittal@ct.gov

Mass Transmittal Audit Report



Supplemental Account

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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

Member Annual Statements

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Annually as of June 30

Information is provided by BOE

Sent in November to email address on record

Copies of Statements provided to BOE

Timely identification of questions is very important

Letter from agency administrator

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)



Incoming Rollovers

- Only for the purchase of permissible service credit

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

Outgoing from



Withdrawals

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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

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 & Answers