



TEACHERS' RETIREMENT BOARD

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To: District Superintendents, Human Resource Officers and Transmittal Processors

RE: Eligibility Clarifying Language

This letter is issued to clarify eligibility issues we have been experiencing with respect to positions represented as eligible for participation in the Connecticut Teachers' Retirement System (TRS).

The inclusion of a position title or classification in an offer of employment is not, standing alone, determinative of eligibility for participation in TRS. Eligibility is determined by the Teachers' Retirement Board (TRB) business practices regarding its statutory authority and established eligibility criteria, not solely by an employer's/district's designation or characterization of a position or solely based on certification.

The intent is to ensure that Districts coordinate with TRB in advance. Thus, any District offering a position as eligible for participation in TRS shall seek and receive pre-qualification in writing from TRB prior to completing the offer. If an employee who is a TRS member moves to another position or is reclassified, such employee may remain in TRS so long as such other position is eligible for TRS participation as determined by TRB.

This clarification is intended to preserve the statutory role of the TRB to administer, the application of eligibility rules, and prevent misclassification or reliance upon assumptions regarding TRS participation and membership.

Districts should review their hiring and offer practices to ensure compliance with this clarification and should consult with TRB as necessary before issuing offers that describe positions eligible for participation in TRS.

Regards,

The Connecticut Teachers' Retirement Board