



## TEACHERS' RETIREMENT BOARD

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Website: [www.ct.gov/trb](http://www.ct.gov/trb)

TO: HR and Payroll units of the State Board of Education (SDE), Office of Early Childhood, Board of Regents for Higher Education and any of its constituent units, and the Technical Education and Career System who process Teachers' Retirement System (TRS) participants

FROM: CT Teachers' Retirement Board (TRB)

DATE: June 7, 2024

SUBJECT: Part-Time Lecturing (PTL) Eligibility for TRB Membership Credit

HR and Active Payroll Units,

This memo is to inform hiring agencies of upcoming administrative changes to prevent the erroneous granting of membership credit in the Teachers' Retirement System. Effective July 1, 2024, Part-Time Lecturer positions should not have TRB deductions taken out of their paychecks, unless the employee is concurrently working in another TRB eligible position equivalent to half-time or greater. PTL assignments are temporary contractual assignments that do not determine membership eligibility.

For individuals who solely work as Part-Time Lecturers and have been members of TRB from previous eligible positions may have the opportunity to purchase said service as additional service credit. To facilitate this request, a completed PTL form, [Part-Time Lecturing Service Request Form](#), must be submitted to our office. Please note these employees should not be participating in any other State of CT retirement plan, such as SERS or ARP, if they wish to purchase said service with TRB.

Members who concurrently work in another TRB eligible position, (i.e. a teacher or administrator) in a public CT school district and have PTL assignments, may be reported to TRB. The PTL earnings will solely increase their salary for such periods and will not grant any additional membership credit. We strongly suggest you verify the employee is currently working in an eligible position and contributing to TRB prior to onboarding and setting up TRB payroll deductions.

Should you have any questions regarding this memo and/or you have any specific questions related to PTL, feel free to reach out to [trb.fiscal@ct.gov](mailto:trb.fiscal@ct.gov).

Kind regards,

CT Teachers' Retirement Board  
Fiscal Division