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Debra Duardo, M.S.W., Ed.D., *Superintendent*

July 22, 2022

To: Business and Personnel Administrators
Chief Business and Chief Personnel Officials, HRS Coordinators
Los Angeles County K-12 School and Community College Districts,
Regional Occupational Centers/Programs (ROC/Ps), Charter Schools and
other Local Educational Agencies (LEAs)

From: Claudette Wiggan-Reid, CalPERS Retirement Systems Coordinator
District Personnel Information Services
Division of School Financial Services

Subject: CalPERS Reporting Out-of-Class Hours (GC Section 20480) – 2021-22

This bulletin serves as a reminder that each district is required to report “out-of-class” hours to the California Public Employees’ Retirement System (CalPERS). This mandate is an **annual** reporting requirement that pertains to both CalPERS **Classic and PEPPRA** members. **The reporting is due by July 30, 2022.**

Effective January 1, 2018, Assembly Bill (AB) 1487 added Government Code (GC) Section 20480 requiring agencies to report hours worked in out-of-class positions. As of July 1, 2019, CalPERS requires out-of-class hours to be uploaded into my|CalPERS. Each district will receive CalPERS notification letters as follows:

- 1) Annual Notice: CalPERS sent a letter in June advising employers that the out-of-class hours reporting is due by July 30th each year.
- 2) Failure to Comply Notice: CalPERS will send this letter in August to employers that did not submit the out-of-class hours report.

Action:

Refer to the Los Angeles County Office of Education (LACOE) [Bulletin No. 5402](#) dated June 30, 2021 for instructions on how to report the hours to CalPERS. Employers are required to submit the hours for each fiscal year.

If you have any questions regarding this bulletin, please contact:

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- Aura Rodriguez at (562) 922-6467 or via email at Rodriguez_Aura@lacoe.edu

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

CWR:lt

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