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

July 25, 2023

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) – 2022-23

This bulletin is 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 that pertains to CalPERS **Classic and PEPRA** members. **The reporting is due by July 30, 2023.**

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

- 1) **Annual Notice:** CalPERS will send a letter in June to advise 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.

Note: Submit the report even if the notification was not received.

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 (i.e. 2022-2023 which is from July 1, 2022 to June 30, 2023).

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@laoe.edu

Approved:

Nkeiruka Benson, Director
Division of School Financial Services

CWR:sm

SFS-A5-2023-2024