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

July 29, 2024

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) – 2023-24

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. **Fiscal year 2023-24 reporting is due by July 30, 2024.**

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 Out-of-Class Hours Report even if the Annual Notice/Failure to Comply Notice was not received.

District Action:

- Refer to the Los Angeles County Office of Education's [Bulletin No. 5402](#) dated June 30, 2021 for instructions on how to report the hours to CalPERS.
- Go to my|CalPERS and follow the steps provided in the **my|CalPERS Out-of-Class Reporting Student Guide** by clicking this link: www.calpers.ca.gov/docs/out-of-class-reporting-guide.pdf.

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@lacoed.edu.

Approved:

Nkeiruka Benson, Director
Division of School Financial Services

CWR:sm

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