



# Contra Costa County Office of Education

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Karen Sakata, Superintendent of Schools

## Business and Administrative Services

April 5, 2017

TO: District Business Officials  
District Payroll  
Contra Costa County School Districts

FROM: Felicia Hill  
Manager, District Payroll Services

SUBJECT: CalPERS Circulars – **March 2017**

The following is a summary of the most recent CalPERS Circulars, which are provided for additional detail.

**1) CalPERS Circular No. 200-012-17 – Reduce Workload Program**

Participation in the Reduced Workload Program will reduce member's time base from full-time to part-time. While employed in part-time status the member will receive service credit as if employed full-time.

Specific criteria must be met in order to be eligible to participate in the program.

*(See attached for RWP form)*

**2) CalPERS Circular No. 200-013-17 – Commonly Misreported Special Compensation**

- a) Longevity Pay – Misreported when longevity is combined with other criteria.
- b) Uniform Allowance – Misreported when monetary value of uniforms is not reported.  
***(Not reportable for new members)***
- c) Bonus – Providing bonuses that are not available to all members within a group or class, or is earned on criteria that does not reach the level of superior performance.  
***(Not reportable for new members)***
- d) Temporary Upgrade Pay – Misreported when employees who are only taking on a portion of an upgraded position while continuing to do their current duties.  
***(Not reportable for new members)***
- e) Compensation paid for items not listed on C.C.R. section 571 for classic members.
- f) Final Settlement Pay – Not reportable for Classic or New Members

**3) CalPERS Circular No. 200-018-17 – Determining Disability Retirement and Requirements for Submitting Applications**

The purpose of this circular is to inform employers of the requirements for: Submitting disability retirement application; Resolution/determination documents in support of an application; Twelve-month disability duration; Continuous disability; Medical qualifications; Disability re-evaluation procedures.