



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
21 GRAND STREET HARTFORD, CT 06106-1500
In CT 1-800-504-1102 (860) 241-8404 Fax (860) 525-6018
www.ct.gov/trb

August 28, 2007

TO: Business Managers and Transmittal Processors:

Thank you to everyone who attended the Teachers' Retirement Board (TRB) training sessions earlier this month. We appreciate your attendance, your active participation and your feedback, and we're confident that you learned not only from us but also from each other. We in turn learned some things from you and we will revise certain of our policies and procedures in response to your input.

As we communicated at the meetings and as has been documented in our Administrative Procedures Manual, our practice with respect to state Department of Education certification has been to back-date certification issued at any time during the month to the first working day of that month. We have determined that there is no statutory authority for us to do so, and that this is inconsistent with our use of the first working day of the month as the benchmark for membership status. Effective 9/1/07, we'll revise this policy and regard certification as being in force beginning on its effective date. Accordingly, a member who receives certification effective on any day after the first working day of the month will not be eligible for TRB membership until the first working day of the following month.

Reporting to TRB with respect to substitute teachers was another topic that we discussed at the meetings. TRB membership is mandatory for what we regard as a permanent substitute teacher (a substitute teacher who begins work on the first day of the school year and plans to work in that same position for the entire school year) provided that the teacher meets all other membership requirements (e.g., certification). Such members are the only substitute teachers who should have mandatory TRB contributions deducted and should be reported on the monthly transmittal. Teachers who do not meet all TRB membership requirements should not have mandatory TRB deductions withheld and should not be reported on the monthly transmittal.

We will post the training materials on our website (www.ct.gov/trb) under Employer Info within a few weeks.

Let us know if you have questions or need additional information.

Louis Laccavole

Fiscal Administrative Supervisor