



Application for Full Pension Contribution For Part Time Teachers

Employee Name: _____ Employee ID #: _____
Work Location: _____ School Year: _____
Home Address: _____ Primary Phone #: _____

Effective Date of Part Time Status: _____

MN Statute 354A.094 allows part time public school teachers the option to pay the difference in pension contributions to purchase full time service credits under certain circumstances. To be eligible, the part time teacher must:

- Have completed at least 3 years of full time teaching service, contributing to St Paul Teachers Retirement Fund Assoc.
- Be employed by the SPPS ISD 625 for at least 50 full days or a fractional equivalent of 50 full days.
- Not participate in the program for longer than ten years.
- Sign an agreement with the District before October 1st of the year in which the additional contributions are made.
- Pay the full contribution amount due prior to June 30th each year.

The contribution amount is the employee plus employer share of the difference that would be contributed as a 1.0 FTE compared to the current contribution as a part time employee. The calculation for service credits is based on the minimum number of hours that result in a full day of service credit by SPTRFA and for which the teacher is compensated in an amount not to exceed 80% of the compensation rate established by the board for a full time teacher with identical education and experience within the district.

The above information is a summary of the requirements only. Eligibility, calculations, and actual benefits are implemented according to state law. Employees are encouraged to reference [MN Statute 354A.094](#) and contact St Paul Teachers Retirement Fund Association with specific questions related to this benefit. [St Paul Teachers Retirement Fund Association](#) performs the calculation and provides additional detail to the employee upon receiving this application from St Paul Public Schools. Employees wishing to participate for more than one year must complete a new application each year.

Agreement and Authorization:

I have been assigned by the administration of St Paul Public Schools to teach on a part time basis for the above listed school year. I certify that I meet the requirements to participate in this program and have at least three (3) years of full time teaching experience in a Minnesota public school or three years of allowable service in the St Paul Teachers Retirement Fund Association. I agree to pay for both the employee and employer share of contributions associated with the difference between my part time employment and the salary I would receive if I were to be employed full time in the same position.

Employee's Signature

Date

Allowable Service Verified By: _____
Employer Representative Signature

Date Form Received: _____

Approved By: _____
Employer Authorized Manager Signature

Date Approved: _____

Send the **original** completed form to: Payroll Department; 360 Colborne St, 3rd floor, St Paul MN 55102