From:	Lena Young-Gallardo
To:	BSD-CBO List; BSD-FinMgrsMeet List; Newpy List; Persadmin List
Cc:	BSD-ExecutiveStaffList
Subject:	Bulletin - CalSTRS FTE Certification FY 2024-25
Date:	Monday, June 3, 2024 11:00:20 AM
Attachments:	image001.png Bulletin - CalSTRS FTE for FY 24-25.pdf CalSTRS FTE Form for FY 24-25.pdf

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Good morning,

Please see the attached bulletin and certification form. **Districts are only required to complete the certification form if there has been a change to the FTE (hours or days) from the prior fiscal year.**

Please return the certification form no later than Friday, June 28, if changes need to be made for FY 2024-25.

Thanks,
Lena

Transforming lives through education
Lena Young-Gallardo, Director
District Financial Services
San Bernardino County Superintendent of Schools
760 E. Brier Drive, San Bernardino, CA 92408
P: 909.388.5701 | F: 909.388.5735
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San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

DATE: June 3, 2024

TO: Chief Business Officials, Personnel Administrators, Fiscal Services Directors, and Payroll Staff
San Bernardino County School Districts, Community Colleges, County Office of Education, and Charter Schools

SUBJECT: **2024-25 Full-Time Equivalent for Certificated Positions**

It is time to update the Full-Time Equivalent (FTE) for classroom teachers and adjunct faculty for fiscal year 2024-25. In past years we have required all districts to complete the certification form. We only require districts to complete the certification form if there has been a change to the FTE from prior year. CalSTRS requires agencies to report all members paid an hourly or daily rate against an annual, full-time salary. To assist us in converting the hourly/daily rates to annual salaries, we need to know the full-time equivalent for each classification. Full-time equivalent is defined in Education Code Section 22138.5 as "the days or hours of creditable service the employer requires to be performed by a class of employees in a school year . . . and specified under the terms of a collective bargaining agreement or employment agreement."

The information provided will be used as a "default only" to convert hourly/daily and lump sum rates to annual salaries for those pay lines that do not have an annual 'Ret Base' entered or are not attached to a salary schedule.

Please complete the attached certification form and return to DFS' Retirement Services Unit at: DFS.Retirement@sbcss.net .

If you have any questions, please contact Michelle Johnston at michelle.johnston@sbcss.net.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Signed Lena Young-Gallardo
Lena Young-Gallardo, Director
District Financial Services

LYG:kb
Attachment

San Bernardino County Superintendent of Schools

CERTIFICATION OF FTE
FOR PAY RATE CONVERSIONS
2024-2025

As required by CalSTRS, all part-time service for CalSTRS members must be reported against an annual, Full-Time Equivalent (FTE) salary. To assist us in converting the various hourly/daily pay rates and lump sums to annual salaries, we are requesting that each district certify the full-time equivalent days/hours for classroom teachers and adjunct faculty. This will be used only as a default when the information is not provided through the payroll process.

Days Per Year: Enter the number of days required for full-time employment

Hours Per Day: Enter the number of hours per day required for full-time employment

2024/2025 FTE for Classroom Teachers (K-12 only):

Hours per day: _____ Days per year: _____

2024/2025 FTE for Adjunct Faculty (Community Colleges only):

Hours per day: _____ Days per year: _____

_____ _____
District Name Date

_____ _____
District Signature Title

Please email to DFS Retirement Services Unit at DFS.Retirement@sbcss.net