

Please Read:

Membership in the Teachers' Retirement System is mandatory when a teacher is employed on a full time per annum basis and has a contractual employee-employer relationship with the employer.

Full time is defined as full days of employment. Per annum means for a school year. If a teacher is employed for a week, month, or several months, but not for the duration of the school year, he/she is not per annum. The contract must run to the end of the school year to be per annum. For example, a teacher employed full time in September and given a contract until December is not per annum. However, a teacher employed in December with a contract that runs through June is per annum. The contract that runs for the duration of the school year, whether it commences in September or April, is per annum. If the contract runs to a point prior to the conclusion of the school year, it is not per annum.

Individuals who are employed on other than a per annum basis, a daily or hourly basis or employed a fractional part of the day of the week, are considered less than full time employees or part time employees. These individuals are not mandated to join the Retirement System, but have the option to join.

Membership in the Retirement System, effective on or after January 1, 2009, requires a mandatory 3.5% employee contribution.

The fact that you elect not join the Retirement System at this time does not preclude membership at a later date. However, credit for previous service, while not a member, may not be available.

Please indicate your choice regarding membership in the Retirement System by checking the appropriate option. Date, sign and return this form to the Personnel Office. If you have any questions regarding your option, please contact the Personnel Office for further clarification.

▲ Name (Please Print)

▲ Social Security Number

Option Designation:

- I elect not to join the New York State Teachers' Retirement System at this time.

- I elect to join the New York State Teachers' Retirement System (contact the Personnel Office to complete a Membership Application).

- I am currently a member of the New York State Teachers' Retirement System. My membership number is _____.

▲ Employee Signature

▲ Date