

**Retirement Board**

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Tina Leiss  
Executive Officer

Steve Edmundson  
Investment Officer

**Full-Time Certification**

Retirement benefits are based upon years of service and average compensation. It is essential that these items of information be reported accurately and consistently. The recording of service credit by PERS is based upon the ratio of actual salary paid or hours worked, to the base salary or base hours. Base is the full-time salary or hours that would be worked by a full-time employee.

**Policy 12.25 (d) states:** Each public employer shall certify to the System the regular daily, weekly, and bi-weekly full-time work schedule for their employees....

Please certify the normal full-time workday and workweek for your employees. Hours reported over the full time equivalency are not subject to PERS.

**Number of Hours Considered Full-Time (Effective July 24, 2021):**

Regular Employees see attached per day see attached per pay period

Do you have any Regular Employees who work more than 40 hours weeks? No

**If yes, please certify:**

Regular Employees                      per day                      per pay period

Police Employees see attached per day see attached per pay period

Fire Employees see attached per day see attached per pay period

**For School Districts only:**

Teachers/Administrators                      per day                      per pay period

Police/Fire Employees                      per day                      per pay period

Support Staff                      per day                      per pay period

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Liaison Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name and Number