



Employer Bulletin

18-02

March 23, 2018

New CTPF Administrative Rules

Overview

The CTPF Board of Trustees has adopted and issued the following administrative rules to assist Employers in the accurate reporting of covered participants and pension contributions to CTPF.

1. **Eligibility** – The purpose of these rules is to assist Employers in identifying employees who are eligible Members of CTPF. The rule contains a list of Illinois State Board of Education (“ISBE”) licensed positions to assist in the identification process.
2. **Salary** – The purpose of this rule is to aid Employers in the determination of pensionable salary and salary increments vs. non-pensionable salary and salary increments.
3. **Participation in CTPF When License/Certificate is Lapsed or Pending** – This is an update to the previous rule issued on September 13, 2017. Effective July 1, 2018, Employers are required to follow the look-back rule contained in the updated rule.
4. **Delinquencies, Waiver of Delinquencies, Collection Actions and Settlements** – The purpose of this rule is to ensure pension contributions are being reported in a timely manner to avoid statutory penalties, liquidated damages and interest.
5. **Payroll Audits, Payroll Records, Statutory Interest and Penalties** – The purpose of this rule is to assist Employers in complying with their statutory and fiduciary responsibilities. At least 30 days prior to the first payroll period of a Fiscal Year, an Employer must provide the Fund with a copy of its payroll schedule (the Employer’s payday calendar and pay period end date calendar) for the upcoming Fiscal Year.
6. **Temporary and Non-Annual Return to Work** – The purpose of this policy is to understand the rules for retirees returning to work for the Employer.

As you are aware, charter schools are subject to the audit of employee and employer pension contributions by CTPF, in compliance with Illinois Statutes (40 ILCS 5/17-132), (40 ILCS 5/17-106) (“Illinois Pension Code”) and CTPF rules.

Please submit questions via email, to ComplianceInquiries@ctpf.org.
