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**RETIREMENT RECORD FOR CALSTRS (PSL-P092)**

Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1. This procedure discusses the process of CALSTRS retirement for employees.

**2.0 RESPONSIBILITY:**

- 2.1. Personnel Technician II

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**3.0 APPROVAL AUTHORITY:**

- 3.1. Director of Human Resource Services
- 3.2. Supervisor of Personnel

**4.0 DEFINITIONS:**

- 4.1. CALSTRS – California State Teachers Retirement System
- 4.2. ESCAPE – Software program used to maintain and hold all the transactions made on all district employees' employment records.
- 4.3. HRS—Human Resource Services.

**5.0 PROCEDURE:**

- 5.1. Personnel Technician II receives Retirement Questionnaire from Personnel Technician I's, Personnel Analyst, Substitute office, and/or Customer Service Specialists to determine CALSTRS qualification.
- 5.2. Input changes to Escape (PSL-W052)

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1. Retirement Questionnaire (PSL-W055)
- 6.2. CALSTRS Permissive Membership (External Form ES-350)

**7.0 ASSOCIATED SOFTWARE:**

- 7.1 Escape

**8.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Questionnaire	At the HRS Department	As need basis	Discard as Desired	Access to the district and HRS

**9.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/05/08	A	Initial Release and New

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