



California Public Employees' Retirement System
 P.O. Box 942715 | Sacramento, CA 94229-2715
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442
www.calpers.ca.gov

Out-of-Class Appointment Employer Certification

Out-of-class appointments shall not exceed 960 hours within a fiscal year. Per Government (Gov.) Code section 20480 of the Public Employees' Retirement Law, an out-of-class appointment is an appointment to an upgraded position or higher classification by an employer or governing board or body in a vacant position for a limited time. Vacant position refers to a position that is vacant during recruitment for a permanent appointment and it does not refer to a position that is temporarily available due to another employee's leave of absence.

The contracting agency employer or school employer shall track the hours worked by an employee serving in an out-of-class appointment and report that service to the system no later than 30 days following the end of each fiscal year.

Please complete this form to track an Out-of-Class Appointment in a fiscal year. Per Gov. Code section 20221, contracted employers must furnish CalPERS information requested.

Employer Name	
Employer CalPERS ID	
Member Name	
CalPERS ID	
Previous Position Title	
Out-of-Class Position Title	

Is the Out-of-Class Appointment a vacant position? Yes No

Is the Out-of-Class Appointment in a recruitment? Yes No

Total hours worked in Out-of-Class Appointment this fiscal year: **Hours**

Begin Period Date	End Period Date	Payrate	Payrate Type	Total Earnings and Special Compensations

For additional Out-of-Class Appointments, please refer to supplemental form extension.

I hereby certify that the information on this form is true and correct. I understand this provides CalPERS with the information it needs to monitor out-of-class appointment and determines if there is a violation to the provision pursuant to Gov. Code section 20480.

Signature of authorized signer: _____

Printed name and title of authorized signer: _____

Telephone: _____

Date: _____

Email: _____

Fax Number: _____

For an additional Out-of-Class Appointment, please fill out supplemental form(s).

Member Name	
CalPERS ID	
Previous Position Title	
Out-of-Class Position Title	

Is the Out-of-Class Appointment a vacant position? Yes No

Is the Out-of-Class Appointment in a recruitment? Yes No

Total hours worked in Out-of-Class Appointment this fiscal year: **Hours**

Begin Period Date	End Period Date	Payrate	Payrate Type	Total Earnings and Special Compensations