

**Revision Date: June 2019 – Public Agency & Schools Reference Guide**  
**Chapter: Membership**

**Section: CalPERS Membership Eligibility**  
**Page: 27**

**Legend: Deleted/Replaced – Added/Revised**

**Member Reciprocal Self-Certification Form (PERS-EAMD-801)**

An authorized representative from your agency must complete Section 4 of the form, titled "To Be Completed by Employer Only." Enter the information regarding your agency and the member's enrollment with your agency in the appropriate fields. **The form should not be sent to CalPERS unless a member indicates they are a member of multiple qualifying public retirement systems.** The original form must be retained in the member's employment records for auditing purposes.

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**Processing the Member Self-Certification in my|CalPERS**

~~5. There may be circumstances where a member indicates they are a member of multiple qualifying public retirement systems. You must enter the data into the "Reciprocity" panel to ensure the system has all the necessary information to determine the member's retirement enrollment level.~~

- ~~a. When you select the reciprocal agency, select the qualifying public retirement system that the member most recently separated from.~~
- ~~b. If the member provided a separation date for this agency, enter it in the reciprocal permanent separation date field. Otherwise, leave the reciprocal permanent separation date field empty.~~
- ~~c. Enter the membership date of the oldest (earliest) qualifying public retirement system in the earliest qualifying reciprocal membership date field.~~

5. If the member provides **indicates they are a member of** multiple qualifying public retirement systems **and indicates they have refunded or retired from one or more of these systems, please contact us at 888 CalPERS (or 888-225-7377) so we can assist you with processing this form, send the form via email to the CalPERS [Member Election Team](#) mailbox or fax to (916) 795-3287 for further review and processing.**

- a. If the form was completed incorrectly, it will be returned to the employer and member for corrections.**
  - b. Once the form is processed, CalPERS will send the member and employer correspondence via mail for your records.**
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**Section:** Determining Retirement Benefits  
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**Legend:** Deleted/Replaced – Added/Revised

**Scenario 8 – Refunded Classic Member**

A member separated from a public agency as a classic member on March 1, 2010 and withdrew their member contributions from CalPERS. On April 1, 2019, the member was rehired by the same employer and qualified for CalPERS membership.

**Result:** The member would return to employment as a classic member since the member is returning to the same employer they were previously eligible for classic membership. However, they may be subject to a different formula. Refer to Scenario 1 for more information.

**NOTE:**

All State of California departments are considered the same state employer. All school county offices and districts are considered the same school employer. Each public agency is considered a separate employer.

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**Section:** Optional Members of CalPERS  
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**Legend:** Deleted/Replaced – Added/Revised

**General Principles**

4. Elected or appointed officials occupying a fixed term of office are required to complete an election of optional membership for each term served.
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