



Notice of Exclusion from CalPERS Membership

State Agency

Employers are legislatively mandated to provide an employee benefit package including service retirement, death, and disability benefits through the California Public Employees' Retirement System (CalPERS).

Section 1: Employee Information

Name	Date of Birth (mm/dd/yyyy)	CalPERS ID
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Section 2: Appointment Information

Department Name

Position Title	Appointment Date (mm/dd/yyyy)
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Is the appointment permanent or temporary?

Permanent Temporary, nearest number of whole months the appointment is expected to last: _____ month(s)

What is the time base of the appointment?

Full time Intermittent Indeterminate Part time, fraction of full time: _____

Exclusion Reason:

- Full-time seasonal or limited-term appointment is limited to six months or less.*
- Part-time appointment is limited to less than an average of 20 hours per week for less than one year.*
- Appointment is an on-call, intermittent, emergency, substitute, or another irregular basis excluded from membership until 1,000 hours, or 125 days if paid on per diem basis, have been worked in a fiscal year (July 1-June 30).*
- Position is excluded by law. Provide explanation of exclusion that applies below:

- Providing services as an independent contractor.
- Employee is a CalPERS retiree and has not reinstated from retirement.

*Does not apply to employees who are CalPERS members from previous employment and have not terminated membership (taken a refund of contributions and service credit). These employees should qualify for membership immediately in this position.

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Employees who believe their employment does qualify for CalPERS membership should ask their employer to provide an explanation. Employees can also contact us directly by sending a letter explaining the reason(s) why they believe they qualify for CalPERS membership. Letters can be sent to the Employer Account Management Division, P.O. Box 942709, Sacramento, CA 94229-2709.

Certifying Officer Signature	Title	Date (mm/dd/yyyy)
Employee Signature		Date (mm/dd/yyyy)

Note: CalPERS benefits are described in the *A Benefits Guide for State Members (Pub 4)*, available on our website at www.calpers.ca.gov.

Employers must retain this form in the employee's file for auditing purposes.

CalPERS Privacy Notice

The privacy of personal information is of the utmost importance to CalPERS. The following information is provided to you in compliance with the Information Practices Act of 1977 and the Federal Privacy Act of 1974.

Information Purpose

The information requested is collected pursuant to the Government Code (sections 20000 et seq.) and will be used to conduct CalPERS Board of Administration duties under the Public Employees' Retirement Law, the Social Security Act, and/or the Public Employees' Medical and Hospital Care Act, as the case may be. Submission of the requested information is mandatory. Failure to submit the required information may result in CalPERS being unable to perform its functions regarding your status.

Please do not include information that is not requested.

Social Security Numbers

Social Security numbers are collected either on a mandatory or voluntary basis. If this is CalPERS' first request for disclosure of your Social Security number, then disclosure is mandatory. If your Social Security number has already been provided, disclosure is voluntary. Due to the use of Social Security numbers by other agencies for identification purposes, we may be unable to verify eligibility for benefits without the number.

Social Security numbers are used for the following purposes:

1. Enrollee identification
2. Payroll deduction/state contributions
3. Billing of contracting agencies for employee/employer contributions
4. Reports to CalPERS and other state agencies
5. Coordination of benefits among carriers
6. Resolving member appeals, complaints, or grievances with health plan carriers

Information Disclosure

Portions of this information may be transferred to other state agencies (such as your employer), physicians, and insurance carriers, but only in strict accordance with current statutes regarding confidentiality.

Your Rights

You have the right to review your membership files maintained by CalPERS. For questions about this notice, our Privacy Policy, or your rights, write to:

CalPERS

CalPERS Privacy Officer
400 Q Street
Sacramento, CA 95811

You may also call us at **888 CalPERS** (or **888-225-7377**).