



Part-Time Teacher Program

Program Conditions

A Part-Time Teacher Program agreement must be approved and submitted by October 1 of the year of participation. Legislators wishing to participate in the program should submit this form as soon as possible after the election, but the form must be submitted before March 1 of the school year for which contributions will be made. Late submissions are subject to a \$5.00 per day fine, paid by the employer. After 15 months, late forms will not be accepted.

- Member must have at least 3 full years of Minnesota teaching service.
Participation is limited to a maximum of 10 full fiscal years. Partial years are not permitted.
Program participants must teach the equivalent of at least 50 full days, but may not earn more than 80 percent of a full-time teacher salary of the same lane and step.
A program participant may not teach full time or part time with any other TRA-covered employer while participating in this program. Authorized substitute teaching is permitted. Participants may not accrue service or contribute to another Minnesota public pension plan.
Participation in the program is based on a full fiscal year and the employment pattern during the most recent fiscal year.
Member contributions based on a full fiscal year salary, including contributions for the unearned salary, will be classified as tax sheltered only if paid through payroll withholding. Employer contributions must be paid at the same time, either by the member or by the employer or by an agreed upon combination. Member-paid employer contributions are not tax-sheltered contributions.
Bargaining agreements may specify other provisions consistent with Section 354.66.

For Completion by Member

I have read the above conditions and request participation in the Part-Time Teacher Program.

Signature Date
Name TRA Member Number
Address Social Security Number

For Completion by Employer

Indicate contract year(s), up to 10 years From July 1, _____ to June 30, _____

Check if the participant is a member of the legislature

Under the conditions of the part-time teacher program, pay for this teacher will be \$_____ which is _____% of the estimated full-time salary of \$_____ on which contributions will be made. Participation is based on the normal employment pattern of the member. Use current bargaining agreement amounts.

Employer contributions on unearned salary will be paid by:

Member Employer Shared - employer to pay _____%

This teacher has been approved for the Part-Time Teacher Program by the governing board of this institution. This certification represents an excerpt of the official board minutes authorizing such participation, or a confirmation that participation was authorized under board policy permitting such action. Please check one of the two boxes below.

Date of meeting/resolution Date _____

Date of the adoption of the policy authorizing participation Date _____

Organization Name Name and Title of Authorized Administrative Official (print)
TRA Organization ID Date Signature of Official

