



## Memorandum

To: Liaison Officers

From: Kabrina Feser  
Manager, Employer Services

Date: June 5, 2006

**Re: FULL-TIME CERTIFICATION**

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**RETIREMENT BOARD**

L. MARK BALEN  
Chairman  
SUE DEFRANCESCO  
Vice Chairman

**Members**

PURISIMO B. HERNANDEZ  
DAVID F. KALLAS  
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WARREN WISH

**EXECUTIVE STAFF**

DANA K. BILYEU  
Executive Officer

TINA M. LEISS  
Operations Officer

LAURA B. WALLACE  
Investment Officer

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Retirement benefits are based upon years of service and average compensation. It is essential that these items are reported accurately and consistently. The calculation of service credit by PERS is based upon a ratio between then actual salary paid or hours worked, and the base salary or base hours. Base hours or wages are defined as the full-time salary or hours that would be worked by a full-time employee.

Policy 12.25 Provides that each public employer shall certify to the System the regular daily, weekly, and biweekly full-time work schedule for their employees, except that:

- a. A school district may certify a separate full-time work schedule for teachers and non-teaching employees and classified employees.
- b. The University may certify a separate full-time work schedule for classified employees and professional staff.
- c. Employers, other than the University and school district, may certify a separate full-time work schedule for regular employees, police and firefighters.
- d. For employers who certify a standard full-time work schedule of at least 8 hours daily, 40 hours weekly, and 80 hours biweekly for regular employees under (c) above, but have employees who work greater than 8 hour daily schedules, their employer shall certify a second full-time work schedule if the employees who work greater than 8 hour shifts also work more than the regular weekly or biweekly hours in the given full-time work schedule. The base hours reported on the monthly report of wages and contribution shall be the same as for the standard workweek certified by the public employer with actual hours worked not to exceed base hours for the reporting period. The employer must report compensation at the straight time or base pay rate.
- e. Employers may not certify a second full-time work schedule if the hours of employees who work other than the 8 hour day do not meet or exceed the hours of the regular work schedule as set forth above.

Please certify the normal full-time work day and pay period for each group listed on the attached form. We would appreciate your response by July 31, 2006.



## Full-Time Certification

Retirement benefits are based upon years of service and average compensation. It is essential that these items of information be reported accurately and consistently. The recording of service credit by PERS is based upon the ratio of actual salary paid or hours worked, to the base salary or base hours. Base is the full-time salary or hours that would be worked by a full-time employee.

### RETIREMENT BOARD

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### **Policy 12.25 (d) states:**

Each public employer shall certify to the System the regular daily, weekly, and bi-weekly full-time work schedule for their employees....

Please certify the normal full-time workday and workweek for your employees. Hours reported over the full time equivalency are not subject to PERS.

### **Number of Hours Considered Full-Time:**

Regular Employees \_\_\_\_\_ per day \_\_\_\_\_ per pay period

Do you have any Regular Employees who work more then 40 hours weeks?

### **If yes, please certify:**

Regular Employees \_\_\_\_\_ per day \_\_\_\_\_ per pay period

Police/Fire Employees \_\_\_\_\_ per day \_\_\_\_\_ per pay period

### **For School Districts only:**

Teachers/Administrators \_\_\_\_\_ per day \_\_\_\_\_ per pay period

Police/Fire Employees \_\_\_\_\_ per day \_\_\_\_\_ per pay period

Support Staff \_\_\_\_\_ per day \_\_\_\_\_ per pay period

\_\_\_\_\_  
Liaison Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name and Number