

# EMPLOYER BULLETIN

## ADDITIONAL GUIDANCE FOR ONLINE CBA COLLECTION

Feb. 2019

Teachers' Retirement System activated its new CBA/Contract Collection Portal this week within the Employer Access area of the TRS website. This new portal was established to help TRS and employers administer Public Act 100-0587, signed into law June 4, 2018, that may affect the amount of employer contributions paid to TRS. Based upon the information that we have received and inquiries from employers, we wanted to provide you with some additional guidance.

### CBA submissions

A collective bargaining agreement (CBA) is an agreement between the district and the teachers' union.

- If teachers are covered by a CBA, the Agreement Type should be "CBA" and not a "Contract." You will be required to upload a signed copy of the CBA in addition to providing the date the CBA was entered into, renewed or amended prior to June 4, 2018 and the expiration date. You will also need to name the agreement.
- Select online: Agreement List⇒Add Agreement⇒Agreement Type - CBA
- Ensure the submitted CBA is **signed**. Unsigned CBAs will be removed. The employer will be required to resubmit the CBA collection process with a signed CBA.

### Individual contract submissions

Individual contracts include administrators or other TRS-covered employees with formal written contracts and administrators or other TRS-covered employees who are not given formal written contracts (other than their first years of employment) but whose salaries are approved yearly by the board.

- You are not required to upload individual employment contracts. For individual contracts, you are required to provide the date the contract was entered into, renewed or amended prior to June 4, 2018 and the expiration date. You will also need to name the contract.
- Select online: Agreement List⇒Add Agreement⇒Agreement Type - Contract

### All members need an agreement assignment

All members listed on the employee list must be assigned to an agreement (CBA, individual contract or No CBA/No Contract). Ensure only teachers covered by the CBA are assigned to the CBA. Any administrators or



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employees who are covered by individual contracts should be assigned to a contract. Any employees who are not covered by a CBA or individual contracts should be assigned to the Agreement Type of “No CBA/No Contract.”

Select online: Employee List ⇨ Assign Employees

## **Deleting members**

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The [Frequently Asked Questions document](#) instructs you to delete any members who left your district after the 2017-18 school year. Only delete members who retired or terminated during or at the end of the 2017-18 school year. Do not delete any members who have service in the 2018-19 school year.

## **Select “Submit” only when completed**

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As you work in this portal, your information is automatically saved. Please do not select submit until the process is complete.

## **Helpful information**

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Before beginning the process, please read [Employer Bulletin 19-12](#), [Frequently Asked Questions](#), and the [CBA Collection Process tutorial](#). In addition, refer to [Employer Bulletin 19-09](#) for questions that you have regarding employer contributions due for salaries in excess of the 3 percent threshold, grandfathered CBAs and contracts and extended grandfathering.