

**Employer Announcement #93 Community Colleges: Eligibility and Use of FTE
(Revision of Employer Announcement #70 (10/4/11))**

PERS active membership qualification is generally based upon 600 hours of employment in a year. However, PERS qualification of community college academic employees is based upon a minimum FTE (Full Time Equivalent) requirement, which is considered 600 hours for PERS purposes.

ORS 238.074 and ORS 238A.142 set the minimum FTE requirements for PERS qualification and active membership of community college academic employee at 0.375 FTE on a 12-month basis and 0.5 FTE on a 9-month basis. That minimum is based on the academic duties the community college determines constitute 1.0 FTE for the position. Community colleges may determine FTE on a per-term basis so long as they specify which basis they are using for the year (i.e. 9- or 12-month basis; see also Q5/A5 from [corresponding FAQ](#)).

When reporting hours in EDX or on a Salary Breakdown (SBD), hours must be converted based on the FTE worked.

The employer is responsible for determining the academic position duties that constitute 1.0 FTE and whether the 0.375 or 0.5 minimum qualifying FTE is met by the academic duties performed by the person holding the position.

Most employers should be able to use FTE-to-hour conversions and report hours accurately without the need to change their established FTE methodology.

(Note: “Year” refers to a July 1 – June 30 school year for Tier One/Tier Two community college academic employees, and a January 1 – December 31 calendar year for OPSRP Pension Program community college academic employees.)

Please refer to the FAQ on Community Colleges and the use of FTE for additional information. If you have additional questions on this topic, please direct them to your ESC account representative.