

# Membership Requirements

SJCERA Employer Notice



## Membership Requirements and Exceptions

Employees become members of the San Joaquin County Employees' Retirement Association (SJCERA) upon appointment to a permanent full-time position of the County or other SJCERA-participating employer. Superior Court Officers and their attaches and the Public Administrator are included in SJCERA pursuant to the County Employees Retirement Law (CERL).

### *Required Membership Forms and Documents*

Every employee who is or becomes a member of SJCERA must complete a [Member Certification form](#) and submit acceptable proof of age documentation as outlined in SJCERA's [Age Verification Policy](#). It is the employer's responsibility to ensure that all eligible employees provide the required form and documents to SJCERA.

### *Exclusions from Membership*

Employees who are appointed to a position or employed under contract for a period not to exceed 1,560 hours in any consecutive twelve (12) month period, seasonal employees, intermittent employees, or part-time employees, are excluded from SJCERA membership.

### *Optional Membership*

Employees who are age 60 or older when they are first employed in a position requiring SJCERA membership may make an irrevocable election to waive membership. The election will be evidenced by the employee's signature on a [Membership Waiver form](#).

Elected officials who wish to become (or remain) SJCERA members must file a declaration with the Board. Please [contact SJCERA](#) for more information.

## Membership Types

SJCERA Membership is divided into two categories:

- ✓ [Safety member](#) – Employees occupying a classification of which the principal duties encompass active law enforcement or probation services or fire suppression. [Complete list of Safety member job titles](#).
- ✓ [General member](#) – All other eligible employees.

Membership type affects the employees' retirement benefit, member and employer contribution rates, and, in most cases, their eligibility to participate in Social Security. Only Safety members working for the Lathrop-Manteca Fire District participate in Social Security; all other SJCERA Safety positions are not covered by Social Security. Visit the employer page of [www.SJCERA.org](http://www.SJCERA.org) for information about employers' legal requirements to provide SJCERA a completed [Form SSA-1945](#) for any employee hired in a job not covered by Social Security.

This Employer Notice is intended to provide employers with general information regarding SJCERA membership. If a conflict arises between the applicable law and any statements in this Employer Notice, the law will govern.

To request this material in an alternative format, call 209.468.2163, or TTY 711.

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