



Determining Non-retirees' Eligibility for TRSL Membership

December 2025

Do not use for RTW retirees or ORP participants

Definitions

<p>TRSL-eligible positions</p>	<ul style="list-style-type: none"> School boards, charter schools: All except custodians, maintenance workers, bus drivers, bus aides, bus monitors, or bus attendants State colleges/Universities (including lab schools)/Technical Colleges/Special Schools/State-run Schools: Any president, vice president, dean, school counselor, or unclassified employee
<p>Ineligible positions/ employees*</p> <p><i>*Note: Employees in ineligible positions may be able to retain membership in TRSL.</i></p>	<ul style="list-style-type: none"> School boards, charter schools: Custodians, janitors, maintenance workers, bus drivers, bus aides, bus monitors, or bus attendants State colleges/Universities (including lab schools)/Technical Colleges/Special Schools/State-run Schools: Any classified employee F-series or J-series visa holders, except for J-1 visa holders, regardless of employer See Index 2.0 for information regarding employees of the State Department of Education and members of boards
<p>Retaining membership</p>	<ul style="list-style-type: none"> Any TRSL member with at least 5 years of service credit for eligibility who becomes eligible for membership in another state or statewide retirement system (see list below) may remain a member of TRSL instead of joining the other retirement system by submitting a completed Form 2R within 60 days of beginning their new employment <ul style="list-style-type: none"> Louisiana State Employees' Retirement System (LASERS) Louisiana School Employees' Retirement System (LSERS) Louisiana State Police Retirement System Assessors' Retirement Fund District Attorneys' Retirement System Firefighters' Retirement System Municipal Employees' Retirement System of Louisiana Municipal Police Employees' Retirement System of Louisiana Registrars of Voters Employees' Retirement System Sheriffs' Pension and Relief Fund
<p>Opting out of Membership</p>	<p>Some TRSL-eligible employees may meet a specific criterion to opt out of membership in TRSL.</p>
<p>Opt-Out Criterion #1</p>	<ul style="list-style-type: none"> As of July 1, 2025, first-time TRSL-eligible employees who are either at least age 60 or at least age 55 with 40 quarters in Social Security may opt out of membership in TRSL by completing a Form 17.
<p>Opt-Out Criterion #2</p>	<ul style="list-style-type: none"> Orleans and Jefferson Parish superintendents and the director/staff members of the Associated Professional Educators of Louisiana or the Louisiana Resource Center for Educators may opt out of membership in TRSL. See LSA R.S. 11:721.1 for opt-out provisions.
<p>Opt-Out Criterion #3</p>	<ul style="list-style-type: none"> Non-bargaining employees of the Louisiana Association of Educators may opt out of membership in TRSL. See LSA R.S. 11:701 for opt-out provisions.
<p>Part-time employee</p>	<p>An employee who normally works 20 hours or less per week</p>
<p>Part-time employee at a post-secondary educational institution</p>	<p>A teacher who normally works less than one-half of the classroom hours designated as full-time by the institution per semester or quarter (less than 50% effort)</p>
<p>Seasonal employee</p>	<p>An employee who normally works full time but less than five months in a year</p>
<p>Temporary employee</p>	<p>Any employee performing services under a contractual arrangement with the employer of two years or less in duration</p>
<p>Adjunct instructor</p>	<p>Any part-time faculty, including instructor, assistant professor, associate professor, or professor, assigned the professional duties of instructing pupils or conducting research at a public institution of postsecondary education</p>
<p>PreK-12 Classroom Teacher</p>	<p>An employee of a school board or any other educational institution under the control of BESE whose job description and assigned duties include the instruction of pupils in traditional or nontraditional classroom situations for which daily pupil attendance figures are kept and who is classified under Object Code 112 in the LA Administrative Code Title 28, Part XLI, Bulletin 1929 Sec. 901.C.1.B; see Index 2.0 for a complete definition of a classroom teacher and who is included (ex: substitute teacher) and not included (ex: admin, nurses, aids, paras, therapists, food service, etc.)</p>



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PRIMARY EMPLOYMENT (paid via W-2 only)

	Question →	YES	NO
#1	Does employee meet one of the three opt-out criteria?	Continue to Question #2.	Continue to Question #3.
#2	Does employee want to opt out?	Continue to Criterion #1, #2, or #3.	Continue to Question #3.
	Criterion #1	Submit a Form 17 . Do <u>not</u> enroll in TRSL.	Continue to Question #3.
	Criterion #2	Do <u>not</u> enroll in TRSL.	Continue to Question #3.
	Criterion #3	Do <u>not</u> enroll in TRSL.	Continue to Question #3.
#3	Is employee on an F or J series visa, other than a J-1?	Employee is <u>not</u> eligible for TRSL. Do <u>not</u> enroll.	Continue to Question #4.
#4	Is the employee being hired in a TRSL-eligible position?	Continue to Question #8.	Continue to Question #5.
#5	Is the employee being hired in a position eligible for membership in one of the other state or statewide retirement systems that would make them eligible to retain membership in TRSL?	Continue to Question #6.	Employee does not meet eligibility to retain membership; do not enroll in TRSL or submit Form 2R
#6	Does the employee have at least five years of service credit for eligibility in TRSL?	Continue to Question #7.	Employee does not meet eligibility to retain membership; do not enroll in TRSL or submit Form 2R .
#7	Does the employee want to retain membership in TRSL?	Submit a Form 2R to TRSL within 60 days of the date of hire.	Do not enroll in TRSL or submit Form 2R .
#8	Is the employee being hired to work at a state college, university, or technical college as a teacher/professor?	Continue to Question #9.	Continue to Question #10.
#9	Is the employee being hired to work at least half of what the college or university considers full-time?	Enroll in TRSL.	Continue to Question #11.
#10	Is the employee being hired to work more than 20 hours/week and is not seasonal or temporary?	Enroll in TRSL.	Continue to Question #11.
#11	Does the employee have at least 10 years of service credit for eligibility?	Enroll in TRSL.	Continue to Question #12.
#12	Does the employee have at least 5 years of service credit for eligibility and is being hired as a PreK-12 classroom teacher? (NOTE: Substitute teachers are PreK-12 classroom teachers).	Enroll in TRSL.	Employee does not meet eligibility requirements for primary enrollment; check for secondary enrollment eligibility.



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SECONDARY EMPLOYMENT (TRSL-eligible position but does not meet criteria for primary enrollment)

	Question →	YES	NO
#1	Is the employee currently enrolled in TRSL by another primary employer?	Continue to Question #2.	No action needed; do not enroll.
#2	Will the employee be paid via W-2?	Enroll in TRSL as secondary.	Continue to Question #3.
#3	Will the employee be paid more than \$1,000 via Form 1099 payment for an individual contract?	Enroll in TRSL as secondary; report full payment amount.	Continue to Question #4.
#4	Will the employee be paid in excess of \$15,000 via Form 1099 payments for multiple contracts of \$1,000 or less during the fiscal year?	Enroll in TRSL as secondary; report payment amounts in excess of \$15,000.	Employee does not meet eligibility requirements for secondary enrollment; do not enroll.