Stillwater AREA PUBLIC SCHOOLS

First Reading: 10/27/2026
New Policy
Personnel

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
TRA Part-Time Teacher Program Participation	**428**	**Adopted:**	**Three Year**

The School Board authorizes the Superintendent or the Superintendent's designee to consider, approve, and enter into agreements with eligible teachers who wish to participate in the Minnesota Teachers Retirement Association Part-Time Teacher Program under Minnesota Statutes, section 354.66.

This policy applies only to participation in the TRA Part-Time Teacher Program. It does not govern or affect decisions concerning a teacher's employment status, contract percentage, assignment, schedule, voluntary contract reduction, unrequested leave of absence, or any other reduction or change in employment. Those decisions will be made separately under applicable law, collective bargaining agreements, District policy, and established District procedures.

A teacher may be considered for program participation only after the District has established or approved a part-time assignment that satisfies TRA requirements. Approval of the underlying part-time assignment does not automatically constitute approval to participate in the TRA program. Likewise, approval to participate in the TRA program does not create or continue any right to a particular assignment, contract percentage, schedule, or period of employment.

Unless otherwise expressly approved by the School Board, the District will pay the required employer retirement contribution attributable to the compensation earned through the teacher's actual part-time assignment. The teacher will be responsible for both the employee and employer contributions attributable to the difference between the teacher's actual part-time compensation and the full-time-equivalent compensation used to obtain full TRA service credit. The teacher will also be responsible for paying any late fees associated with their application and acceptance into the program.

Participation must be documented through the required annual agreement between the District and the teacher. Approval is limited to the applicable school year, does not guarantee participation in a subsequent year, and remains subject to Minnesota law and TRA requirements.

The Superintendent or designee is authorized to execute and submit the required agreements and related documents on behalf of the School Board.