

Multnomah Education Service District

Code: **GCPC-AR**
Adopted: 11/7/05
Revised: 10/23/06, 8/27/07, 8/11/08

Reemployment of PERS-Retired Staff

MESD has a limited practice of re-hiring PERS retirees. The following guidelines apply:

1. Current MESD Employees
 - a. In the event that an MESD employee retires and begins receiving benefits from the Public Retirement Employees System (PERS) prior to the end of the school year, he/she may be retained by MESD in his/her current position until the end of the school year subject to the provisions of ORS 238.082 and the provisions of any applicable collective bargaining agreement.
 - b. The employee must make a written request to the department director/associate director to continue until the end of the school year. The department director/associate director has the authority to grant or deny the request.
 - c. Employees who retire during the school year shall not be employed past June 30. Decisions on continued employment past that date will be made by MESD on a case-by-case basis.
2. Reemployment
 - a. All employee or supervisor requests for continued employment beyond the year of retirement must be submitted in writing to the Superintendent and department director no later than 60 calendar days prior to retirement. Requests will be considered based on the following criteria:
 - (1) Length of service. The individual must have been employed by MESD a minimum of five years prior to retirement.
 - (2) Need. The individual must be licensed and/or have experience in a specialty area, areas of identified shortage of qualified teachers or other MESD need. Classified employees must have specific training or skills in an area of identified shortage or other MESD need.
 - (3) Evaluations. The individual must have satisfactory performance evaluations. An individual who has been on a program of assistance for improvement or with written directives or written reprimands within the past five years will not be considered for reemployment by MESD.
 - b. Decisions to retain the individual in his/her current position will be made by the Superintendent or designee. The individual will not be required to submit to established MESD application and interview procedures. The employee's director/associate director will

develop a succession plan. Decision to place the individual in a position other than the individual's current position, such as a new position or another vacant position will be made by the Superintendent or designee. The individual may be required to submit to established MESD application and interview procedures for such positions, as determined by the Superintendent.

- c. The maximum hours of work performed by an employee in a calendar year shall be governed by PERS guidelines. The employee shall be responsible for submitting a record of his/her hours worked to payroll, at least monthly, to assure that the period of employment does not exceed the statutory maximum of hours.
- d. MESD will immediately submit an Employment of PERS Retiree form to the PERS office as required by law.
- e. Same Position: Individuals who continue in their same positions as prior to retirement will be paid the salary or hourly rate received prior to retirement. Salary will be prorated if the FTE is less than prior to retirement.

Other Assignment: Individuals re-employed in other positions [per 2 (b)] will be paid at the established substitute or temporary rate for the position being filled.

- f. Reemployment shall only be authorized for one school year or one fiscal year. The Superintendent retains discretion to authorize reemployment for additional years subject to a maximum of three consecutive years.
- 3. The Authorization to Fill a Vacancy forms must be completed and submitted to the Human Resource Services Department before the retiree's assignment begins. Upon approval from Human Resource Services, the department will follow the work flow of the MESD hiring process to assure timely and accurate completion of other necessary documents.
 - 4. Retirees may apply for any vacant position. Successful applicants will receive the salary or hourly rate offered for the position being filled.