

## UNIVERSITY GUIDELINES FOR HIRING RE-EMPLOYED RETIREES

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### **Retiree**

A retiree is anyone who has retired from LSU or any other Louisiana state agency and has started receiving a monthly retirement or annuity benefit from TRSL, LASERS, or ORP.

### **Re-Employed Retiree**

A re-employed retiree is any person meeting the definition of retiree who has chosen to return to work in a position that would make him/her eligible for participation in a state retirement system.

*\*HRS denotes this type of employee by using an XRER transaction.*

### **Re-Employed Retiree Classifications**

Re-employed retirees are generally classified as a contingent employee [*non-academic*] or adjunct [*academic*].

### **Appointments**

- Should not exceed 6 months [*non-academic*] or 1 semester [*academic*]
- Should not exceed 50% effort
- Shall be paid an hourly rate [*non-academic*] or per course rate [*academic*]

***\* A letter of justification must be submitted to HRM for review and approval for consideration of any exceptions to these guidelines.***

### **Required Minimum Break in Service**

- Teachers' Retirement System of Louisiana, TRSL, requires a one (1) year break from the retirement date and the re-employment date of anyone receiving a monthly TRSL retirement benefit; monthly retirement benefits will be suspended if required break in service is not met.
- The University requires a 60 day break from the retirement date and the re-employment date for any non-academic re-employed retiree who is not receiving a monthly retirement benefit from TRSL.

### **Retiree Responsibility**

- Retiree must notify the hiring department of their retirement from state service (prior to offer of employment).
- Retiree should contact the appropriate retirement system to discuss any potential impact to monthly retirement benefit; TRSL: 225-925-6446 or LASERS: 225-922-0600.
- Retiree must submit a signed Retiree Acknowledgment Form and LASERS (10-2) Form, if applicable, prior to the effective date of hire.

***\*Failure to submit completed forms within the necessary timeframe may cause a delay in payment of first paycheck and may also result in a loss of monthly retirement benefits.***

### **Hiring Department Responsibility**

- Prior to submitting recommendation for hire, the hiring department must confirm with HRM Benefits which retirement system the candidate has retired from and any possible negative impact their re-employment may have on their monthly retirement benefit.
- The hiring department must submit a signed Retiree Acknowledgment Form and any other required forms to HRM prior to the first payroll date.

***\*PLEASE NOTE: Restrictions do not apply for gratis appointments.***