

UNIVERSITY GUIDELINES FOR HIRING RE-EMPLOYED RETIREES

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.

**Contact HR for detailed information.*

Re-Employed Retiree Employee Types

Re-employed retirees are generally employed as Transients (Fixed Term Seasonal), WAE (Fixed Term) for non-academic appointments, or Adjunct for academic appointments.

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*]

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

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 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.***