I. POLICY

It is the duty of each College and Division to establish internal processing procedures that ensures newly hired retirees submit all documents required to process their assignment within established timelines and guidelines.

II. DEFINITION:

- **Full Separation** is stopping all work assignments in all positions with the LACCD for at least one day. The length of time of a full separation affects reemployment processing as detailed in Table P-121D, Reemployment Form and Document Processing Requirements, below. In SAP, a rehire action is processed when a person returns to service after full separation.

- **Need** is defined as either an emergency situation which would prevent the college or division from conducting necessary classroom education or providing vital services necessary to the educational process or specialized knowledge, skills, and abilities essential to the performance of work of a limited duration.

- **Rehire** is the return to pay status of a person who has previously worked for the District and who is selected for the same or a different position after full separation has occurred.

- **Rehire Retiree** is the administrative process associated with processing a retiree assignment. This process may also be called reemployment.

- **Retiree** is a former employee of the LACCD receiving a retirement allowance from the State Teacher’s Retirement System (CalSTRS) and/or California Public Employee Retirement System (CalPERS) and who is eligible to work in a temporary position within specified parameters each fiscal year. Retirees are sometimes referred to as retired annuitant or annuitant.

- **Separation** is stopping one work assignment in one position with the LACCD for at least one (1) day.

III. REQUIREMENTS

An employee who terminates in good standing from the District may be assigned as a retired employee in Academic, Classified or Unclassified Service. When a retiree assignment is processed, general procedures as well as procedures specific to the employee service must be followed.
A. General Policy and Procedures

1. Retirees are processed as temporary employees subject to selection and termination as specified in applicable state law, district rules and regulations, and collective bargaining agreements.

2. In the SAP system, retirees are considered "active" because they receive medical benefits. Therefore, a retiree assignment is processed in SAP as an additional assignment. See HR Guide P-130, Additional Assignment, for details.

3. The retiree assignment is initiated by the hiring location subject to approval by Human Resources, District Office. The retiree assignment in Classified Service is also subject to Personnel Commission rules. The assignment of the retired person is approved and certified as to need by the requesting division head or college president who makes the assignment or the Chancellor if he makes the assignment. For the purpose of this rule, need shall be defined as either an emergency situation which would prevent the college or division from conducting necessary classroom education or providing vital services necessary to the educational process or the retired employee possesses specialized knowledges, skills, and abilities essential to the performance of work of a limited duration. (For details on retiree assignments in the Classified Service, see PC Rule 763).

4. Retirees may apply for and accept an assignment in the same or different service from which they retired. Rehired employees assigned to job in a service different from the service from which they retired are required to complete any forms and processes specific to the service to which they are being assigned.

B. Form and Document Submittal Requirements:

1. Document and processing requirements are determined according to:
   - Service in which the employee is being assigned.
   - Length of Separation
   - State and Federal requirements, i.e., physical examination, I-9
   - Required and/or requested changes in employee information on file, i.e., W-4.

2. When an employee separates from employment on one day and starts a new assignment the next day, a break in service has not occurred. Consequently, unless a form or document is required by a change in service or law, the employee is not required to submit additional forms and documents. Table P-121A, Reemployed Form and Document Requirements, below, lists forms and documents which a rehired employee may need to complete.

3. All reemployed retirees must check with their location Personnel Office within three (3) business days of the effective date of the re-employment assignment to determine which, if any of the documents listed in New Hire Form Packet are required.
**TABLE P-121A
REEMPLOYMENT FORM AND DOCUMENT REQUIREMENTS**

<table>
<thead>
<tr>
<th>FORM TITLE</th>
<th>FORM NUMBER</th>
<th>REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehired Retiree Terms of Employment</td>
<td>HR-P-121</td>
<td>• Initial assignment</td>
</tr>
<tr>
<td>Address and Warrant(s) Designation</td>
<td>HR-5</td>
<td>• Break in service (Six months or more)</td>
</tr>
<tr>
<td>Employee Withholding Certificate</td>
<td>W-4</td>
<td>• Break in service (Six months or more)</td>
</tr>
<tr>
<td>Employment Eligibility Verification</td>
<td>I-9</td>
<td>• Break in service (Six months or more)</td>
</tr>
<tr>
<td>Medical Examination Certification</td>
<td>HR-21</td>
<td>• Break in service (Six months or more)</td>
</tr>
<tr>
<td>Supplemental Information</td>
<td>HR-23</td>
<td>• Work authorization date noted on the last I-9 has expired.</td>
</tr>
<tr>
<td>Fingerprint</td>
<td>See HR-Guide P-111</td>
<td>• Break in service of more than one year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Change in data on file occurs</td>
</tr>
</tbody>
</table>

**C. Retiree Categories of Employment**

Rehired retirees are limited to the types of assignments they may be processed as a STRS or CalPERS member receiving a retirement allowance. Table P-121B, Retiree Categories of Employment, below, identify LACCD assignment limitations and requirements.

**TABLE P-121B
RETIREE CATEGORIES OF EMPLOYMENT**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>ESG 1, 2</th>
<th>ALLOWABLE ASSIGNMENT TYPES</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
</table>
| Academic| SR       | Long-Term Substitute                                            | • Must be receiving retirement allowance from the California State Teachers’ Retirement System (STRS).  
|         | HM, HR   | Day-to-Day Substitute                                           | • Must submit medical certificate indicating freedom from any contagious disease at applicant’s expense.  
|         | HM, HR   | Adjunct Faculty, Hourly                                         | • Must submit Tuberculosis Examination Compliance Certificate (Form LACCD HR-11) at applicant’s expense. |
|         | PM       | Adjunct Faculty, Scheduled                                      |                                                                                                                                                                                                          |
| Classified| HM, HR  | Substitute, Temporary                                           | • Must have retired from the Classified Service in the State of California.  
|          | H2       | Instructional Aide, Hourly                                      | • Name must be listed on eligibility list maintained by Personnel Commission.                                                                                                                                 |
| Unclassified| HM, HR | Community Services Teacher                                      | • Retirees receiving a retirement allowance from STRS or PERS will have their earnings / hours in Unclassified Services assignments applied to their maximum yearly allowance. |
|          | HM, HR   | Professional Expert                                             |                                                                                                                                                                                                          |
|          | HM, HR   | Community Representative                                        |                                                                                                                                                                                                          |
|          | HM, HR   | Student Employees                                               |                                                                                                                                                                                                          |

1 ESG, Employee Sub-Group, is described in HR Guide H-300, Work Status, Employee Sub-Groups.
2 HM are retirees that receive medical benefits. HR are retirees that do not receive medical benefits.
D. Assignment Processing

1. Retiree reemployment assignment processing cannot be processed until the Retirement personnel action is completed. See HR Guide P-370, Retirement, for details on processing a retirement action.

2. In SAP, a reemployment assignment is considered an “additional” assignment because the retiree already has an Employee Identification Number (EN) and Social Security Number (SSN) on file.

3. The specific processing used for processing a reemployment assignment depends on the start date of the reemployment assignment. Table P-121C, Rehire Retiree Processing, identifies SAP and administrative actions needed to process a retiree assignment.

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>PERSONNEL ACTION NEEDED</th>
<th>FORM PACKET</th>
<th>EXAMPLE</th>
</tr>
</thead>
</table>
| Continuation of retiree’s extra (hourly) non-classroom assignment held prior to retirement with no break in service | Change in ESG\(^1\) Only  
- From HN (Temporary to HM or HR (Temporary, Retiree)) | None | Hourly non-classroom assignment held prior to retirement |
| Continuation of retiree’s adjunct teaching assignment held prior to retirement with no break in service |  
- ESG\(^1\) remains PM (Pooled, Monthly)  
- Change tax model from T1 to T4\(^2\) | None | Adjunct teaching assignment held prior to retirement |
| New assignment in same or different service with no break in service | Process as “Additional Assignment / Rehire” | Rehire Packet | Academic / Classified retiree to hold Professional Expert assignment |
| New assignment with break in service | Process as “Additional Assignment / Rehire” | None | |

\(^1\) ESG, Employee Sub-Group, is described in HR Guide H-300, Work Status, Employee Sub-Groups.

\(^2\) Tax model change is needed because T4 does withhold retirement contributions.

E. Time Reporting

The location at which service is performed is responsible for reporting time according to procedures established by Payroll Services, District Office.

F. District and Retiree Responsibilities

1. Retirement systems limit the earnings and/or number of working days a retiree may work in each fiscal year. These limitations are applicable from the service from which the employee retired, not the service in which the employee works as a rehire retiree. Table P-121D, Retirement System Limits, below, summarizes the limits for Academic and Classified Services.
TABLE P-121D
RETMIREMENT SYSTEM LIMITS

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>RETIREMENT SYSTEM</th>
<th>LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>STRS</td>
<td>Yearly earnings for such services must not exceed a total of $29,700 in fiscal year July 1, 2008 – June 30, 2009. Yearly earnings limit must not exceed a total of $30,580.00 in fiscal year July 1, 2009 – June 30, 2010. (Earning limitation includes all service in California, regardless of district.</td>
</tr>
<tr>
<td>Classified</td>
<td>PERS</td>
<td>Employment is limited to 960 hours in any fiscal year, including employment for all agencies under CalPERS.</td>
</tr>
<tr>
<td>Academic</td>
<td>Social Security</td>
<td>Limits are based on an individual’s age at retirement, earnings, and work credits towards Social Security benefits. Retirees should contact their local Social Security Office or visit Social Security Online to determine the effect working after retirement may have on their individual situation.</td>
</tr>
</tbody>
</table>

2. The District:

   a. Reports earnings to retirement systems as applicable by law and provides each retiree a statement of earnings as part of the remuneration statement (“paycheck stub”) and IRS Form W-2, Wage and Tax Statement.

   b. Does not notify employees when they have reached allowable retirement system earning limits.

   c. Assumes no liability if an employee works beyond the allowable retirement system limits or if the employee maintains inaccurate records.

3. Rehired retirees are responsible for:

   a. Keeping their own records and determining when they have reached the allowable maximum earnings under the applicable retirement systems.

   b. If eligible for OASDHI, not accepting assignment extensions or new assignments that raise earnings over the limit imposed by Social Security regulations.

   c. Making the required annual report of earnings to the designated Social Security Office if entitled to OASHDHI benefits.

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATIONAL CODE

Chapter 3. Employment
   Article 3. Hiring Criteria
      87421 Temporary Employment
      87467 Effect of Retirement
      87478 Classification of Temporary Faculty Employees; Temporary Employment Deemed Contract Employment
      87483 Reduction to Part-Time Employment Status; Regulations; Conditions
      87665 Termination of Temporary Employees

Article 3 Community College Faculty
   87731 Reemployment of Academic Employees

Chapter 4. Classified Employees
Article 1. Employment
88015 Layoff; Reinstatement from Service Retirement
88034 Employment of Retired Classified Employee

Chapter 27 Service Retirement
24214 Creditable Service By Retirant; Rate of Pay; Earnings Limitations;
Allowance Reductions

LACCD BOARD RULES
Chapter X. Human Resources
Article IV. Certificated Assignments
10415 Return to Service After Resignation
10415.11 Employment of Certificated Employees After Retirement
10415.12 Employment After Retirement - Salary
10417 Reemployment Rights Following Disability Retirement
10419 Assignment of Temporary Certificated Employees
10420 Early Retirement Plan with Increased Retirement Benefits
10421 Early Retirement Plan at Age 50

LACCD HUMAN RESOURCE GUIDE
HR P-100 Assign Employee

PERSONNEL COMMISSION RULES
763 Employment of Retired Persons

LACCD COLLECTIVE BARGAINING AGREEMENTS
AFT Faculty Guild Local 1521: Article 22, Retirement

CALIFORNIA STATE TEACHERS RETIREMENT SYSTEM (CALSTRS)

CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)

SOCIAL SECURITY ADMINISTRATION