Policy Type: Human Resources
Policy Title: Department of Retirement Systems Plans Retire/Rehire Policy
Policy Number: HR-32

Purpose:
To comply with Washington State law governing the re-employment of Department of Retirement (DRS) System retirees.

Scope:
Washington State Department of Retirement Systems (DRS) plan members.

Definitions:
1. DRS Retiree - Any person who has terminated employment due to retirement and receiving a retirement allowance resulting from services rendered to an employer while a member of a Department of Retirement Systems Plan.
2. DRS Retirement - as it pertains to this policy means a complete separation (including working as a volunteer) for a minimum of 30 days immediately following the member’s retirement date (as defined in this policy).
3. DRS Retirement Date - The first of the month after the month the employee separated from employment due to retirement, i.e. member leaves active service December 31 – retirement date is January 1.

Policy:
Green River College will comply with state law regarding retirement and/or rehire of all DRS members. It is a violation of state law for there to be any pre-retirement oral or written agreement between any DRS plan member and any state employer which results in the individual being rehired.

Procedure:
Retiring from Green River College:
The retiring member will:

1. Notify the Office Human Resources & Legal Affairs (HR) and their immediate supervisor of intent to retire by completing the Green River College Termination Form and the Exit Form.
2. Complete the application process for retirement with DRS.
3. Make an appointment with HR to discuss retiree exit items such as healthcare, VEBA and other college benefits; and with the Payroll Manager to discuss payroll closeout items.
4. Retiring employees are required to turn in all college property to the appropriate college personnel, including key cards, keys, tools, and electronic equipment prior to their last day of work (as identified on the Termination/Exit form). IT will ensure that
all technology access is disabled in a timely manner. Requests to continue technology access such as email should be reported immediately to HR. Workspace areas are to be cleared of any personal property and vacated by the last day of work.

**Working After Retirement:**

1. DRS plan members must separate (including working as a volunteer) for a minimum of 30 days following the retirement date (as defined in this policy) before applying for a position with Green River College. Departments who are considering hiring a state retiree are advised to check with HR regarding re-employment eligibility requirements.

2. Employees who "retire" from a DRS plan at Green River College must reapply if interested in any future positions with Green River. Reapply means completing the college employment application for the position in which they are interested. Hiring departments must follow the established hiring procedure for the position they are seeking to fill.

3. All DRS retirees must satisfy the DRS requirement for separation and retirement from service prior to accepting employment with Green River.

4. State law limits the number of hours that a retiree from a DRS plan can work in a state government or state higher education job before the retiree’s pension payments are suspended for the year. Retirees are solely responsible for tracking the hours they work and determining the effect on their pension payments.

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**Specific Authority:** [RCW 41.50](https://laws.wa.gov)  

**Law Implemented:**

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**History of Policy or Procedure**

Draft: July 21, 2011  
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Revised: December 11, 2015, June 1, 2017  
Revised Reviewed by: President’s Staff  
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