Purpose:

To clarify changes brought about as a result of the passage of Engrossed Substitute House Bill 1981 and to define “retirement” for PERS and TRS members working and retiring at Green River Community College.

Scope:

All PERS and TRS members.

Policy:

Green River Community College will comply with state law regarding retirement and/or rehire of all PERS and TRS members. For purposes of this policy, “retirement” from a PERS or TRS plan at Green River College 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). Prior verbal or written agreements to resume employment with the College after retirement are prohibited.

Definitions:

_PERS or TRS 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 Washington state PERS or TRS plan.

_Retirement Date_ – The first of the month after the month the employee separated from employment due to retirement.

Procedure:

Retiring from Green River College:

The retiring PERS or TRS member will:

1. Notify Human Resources and immediate supervisor of his/her intent to retire by completing the Green River Community College Termination Form and the Exit Form.

2. Make application for retirement with the Department of Retirement Systems.

3. Make an appointment with Human Resources to discuss retiree exit items such as health care, 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 Human Resources. Workspace areas are to be cleared of any personal property and vacated by the last day of work.

Working After Retirement:

1. Employees who "retire" from a PERS or TRS Plan at Green River Community College must reapply if interested in any future positions with the College. 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.

2. All PERS and TRS retirees must satisfy the DRS requirement for separation and retirement from service prior to accepting employment with the college.

3. Employees who are retired from a PERS or TRS Plan are subject to limitations in terms of how many hours they can work without losing their state pension. Green River College is required to report the hours worked by a retiree who returns to work in any capacity at the college to the Department of Retirement Systems; however, the college does not bear the responsibility of monitoring a re-employed retiree's work hours for retirement program compliance.

4. It is each retiree’s responsibility to review and understand the information provided by the Department of Retirement Systems regarding re-employment, and to monitor their postretirement hours to ensure they do not work beyond the limit which might cause DRS to suspend their retirement benefit.

5. Effective July 1, 2011, PERS and TRS retirees (or those eligible to retire) who return to work at Green River College are prohibited from participating in a higher education retirement plan (SBRP).

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Specific Authority: Engrossed Substitute House Bill 1981

Law Implemented: Effective Date of Bill, July 1, 2011

History of Policy or Procedure
Draft: July 21, 2011
Adopted: July 26, 2011
Revised:
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