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.

*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.