

LIAISON MEMORANDUM NUMBER 13-23

To: Agency Liaison Officers
From: Cindy Rougeou
Executive Director
Re: Rehired Retirees
Date: October 24, 2013

When a LASERS retiree returns to work in a LASERS eligible position, specific laws apply. The following recommendations will assist you in complying with those laws.

1. Determine whether the person you are hiring is a rehired retiree by one of the following techniques:
 - **Check ISIS:** Reports PA20 and ZP13 are good tools to use in ISIS to check if a new hire is a retiree.
 - **Check LASERS Employer Self-Service (ESS):** Non ISIS agencies can use ESS as a tool to check if a new hire is a retiree.
2. Submit *Form 10-02: Re-employment of Retiree* to LASERS within **45 days** of hire, showing the Option selected by the rehired retiree. Failure to timely submit the form results in the retiree being defaulted to Option 3, as required by statute. Option 3 requires suspension of retirement benefits. If LASERS was not timely notified of the return to work and the benefit suspended, the employee is then responsible for repaying the benefit. This may also result in liability for the agency.
3. *Form 10-02* is only required at the time of hire. (This form was previously collected each fiscal year and has been revised to reflect the new procedure.)
4. When a rehired retiree terminates employment, one of the following forms must be filed, depending on the option chosen:
 - *Form 10-02B: Re-employed Retiree Option 3 Certification at End of Employment*, or
 - *Form 10-02C: Re-employed Retiree Option 1A or 1B Certification at End of Employment*.

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5. The agency should verify all forms for completion before submitting to LASERS. Incomplete forms will be returned to the agency causing a delay in processing and could result in an inconvenience or hardship for the retiree.
6. If *Form 10-02* was not submitted within 45 days of the hiring and the rehired retiree did not wish to suspend their benefit, a correction can only be made by the agency claiming an administrative error and allowing the employee to make a retroactive change to another option.

For further information on the Rehired Retiree process, please refer to [*Liaison Memorandum 12-21: Procedures When Hiring Rehired Retirees*](#). If you have questions, please contact Ernest Poindexter at 225.922.0600 (Baton Rouge) or 800.256.3000 (toll-free).