

LIAISON MEMORANDUM NUMBER 12-21

To: Agency Liaison and Payroll Officers

From: Cindy Rougeou
Executive Director

Re: Procedures When Hiring Re-employed Retirees

Date: November 1, 2012

If your agency employs a LASERS retiree¹, the procedures are different than in the case of a routine hire. Rehired retirees must choose from one of several options when they rejoin state service. The consequences of each of the options are explained in the LASERS Membership Handbook Chapter titled [Re-employed Retirees](#).

Option 1A re-employed retirees should not be enrolled through employer self-service. At termination of employment, Form 10-2C, *Re-employed Retiree Certification at End of Employment Option 1A or 1B* should be submitted to LASERS. In order to monitor compliance with the earnings limitations for Option 1A, the employing agency must report total earnings for the re-employed retiree each fiscal year. LASERS will request the report.

Option 1B may only be chosen by a re-employed retiree who retired with at least 30 years of service credit (not including converted leave) and who is at least 70 years of age. At termination of employment, Form 10-2C, *Re-employed Retiree Certification at End of Employment Option 1A or 1B* should be submitted to LASERS.

Option 2 re-employed retirees should be enrolled through employer self-service. At termination, Form 06-01, *Application for Retirement* should be submitted to LASERS.

Option 3 re-employed retirees should be enrolled through employer self-service. At termination, Form 10-2B, *Re-employed Retiree Option 3 Certification at End of Employment* should be submitted to LASERS.

¹ *If you employ a retiree who retired with a reciprocal recognition from another state, municipal, or parochial system, the retiree must notify all the systems from which they are receiving benefits to avoid overpayments.*

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For all re-employed LASERS retirees, use the following rules to decide whether Form 10-2, *Re-employment of Retiree*, must be submitted to LASERS within 45 days of hire.

Submit Form 10-2, *Re-employment of Retiree* for:

1. Any retiree rehired into a LASERS eligible position, except those enumerated in the "Do not submit" list, below.
2. Part time, temporary, job appointment, seasonal, WAE, and intermittent rehires **with at least 10 years of service** with LASERS.
3. Elected officials and officials appointed by the governor whose appointment is subject to confirmation by the senate and who have opted to accept membership in LASERS.
4. A re-employed retiree with at least 30 years of service (excluding converted leave) who is at least 70 years of age.

Do not submit Form 10-2A, *Re-employment of Retiree* for:

1. Any president, vice president, dean, teacher, guidance counselor, or unclassified employee at any state college or university or any vocational-technical school or institution or special school under the control of the State Board of Secondary Education, or any educational institution supported by and under the control of the state or any parish school board.
2. Pool Nurses employed by any of the following agencies; University Medical Center, E A Conway Memorial Hospital, Huey P Long Hospital, Lallie Kemp Charity Hospital, LSU Medical Center in Shreveport, LSU Medical Center Health Care Services Division, Washington St. Tammany Charity Hospital, WO Moss Regional Medical Center, Earl K Long Hospital, Leonard J Chabert Medical Center, LA State University Medical Center, and Medical Center of Louisiana New Orleans.
3. Employees paid per diem.
4. Unclassified, temporary seasonal positions with the Department of Revenue.
5. Contract employees.
6. Employees with less than 10 years of service with LASERS hired to a part time, temporary, job appointment, seasonal, WAE, or intermittent positions.