

# TEACHERS' RETIREMENT SYSTEM OF KENTUCKY

479 Versailles Road | Frankfort, KY 40601 | 800-618-1687

## Request to Employ **TRS RETIREE** in any Full-time Position, Critical Shortage Full-time or Critical Shortage Part-time (*Not for Waiver*)

**\*\* School Year 2017-18 \*\***

The \_\_\_\_\_ district/agency wishes to employ full-time/part-time the following Teachers' Retirement System of Kentucky (TRS) retiree for the **2017-2018 school year**. (Full-time means employment in a position equal to or greater than 7/10 of the normal contract term for that position. Part-time is less than 7/10.) Each district/agency may employ TRS retirees full-time, under a Daily Wage Threshold (DWT), as outlined in KRS 161.605(4). These positions are limited to 3% of the district's/agency's active full-time TRS employees. Local school districts will also be able to employ TRS retirees in a Critical Shortage Position, without a DWT, as set forth in KRS 161.605(8). These positions are limited to 1% of the district's active full-time TRS employees. Employers pay an additional 22.14% **for retirees in a Critical Shortage Position**.

**THE NUMBER OF DAYS THAT MAY BE WORKED IN A PART-TIME CRITICAL SHORTAGE POSITION WILL BE PRO-RATED DURING THE INITIAL YEAR OF RETIREMENT FOR PERSONS RETIRING AFTER JULY 1 OF ANY YEAR.**

### ~ Breaks in Service are REQUIRED to Return to Work ~

All Breaks in Service begin on the last day of paid employment and must be a full 3 to 12 months depending on the program or employer. This Break is required before retirees return in ANY CAPACITY to a certified position with a TRS employer. Failure to meet the Break in Service will void the retirement of the TRS member. Prearranged agreements for retirees Returning to Work are NOT ALLOWED. A Pre-arrangement would violate the Break in Service as well as VOID the retirement of the TRS member.

<p><b><u>To Return to Work for a DIFFERENT Employer</u></b></p> <ul style="list-style-type: none"> <li>• Part-time - 3 month break</li> <li>• Full-time - 3 month break</li> </ul>	<p><b><u>To Return to Work for the SAME Employer</u></b></p> <ul style="list-style-type: none"> <li>• Part-time - 3 month break</li> <li>• Full-time - 12 month break</li> </ul>	<p><b><u>Alternative Break in Service - MUST BE REQUESTED.</u></b></p> <ul style="list-style-type: none"> <li>• After a 2-month break in service, the forfeiture of pension benefits, month for month, can replace the additional months of break.</li> </ul> <p><b><u>Examples: 2 month break + 1 month forfeiture for a 3 month break; 2 month break + 10 month forfeiture for a 12 month break.</u></b></p>
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### SECTION I \* TRS RETIREE INFORMATION

Retiree's last name	First name	Middle initial	TRS member # or SS #	
Address/City/State/ZIP			Gender	Marital status
			Female <input type="checkbox"/>	Married <input type="checkbox"/>
			Male <input type="checkbox"/>	Single <input type="checkbox"/>
Date of birth		Home phone number		Cell phone number

### SECTION II \* DISTRICT REQUEST TO EMPLOY

<p><i>The district requests approval to employ this retiree on a Full-time or Critical Shortage basis and will do so <u>in compliance with KRS 161.605</u>. The district is advised to ensure its compliance with any relevant statutes and regulations of the Kentucky Department of Education.</i></p>	<p><b>This retired employee will be placed in the following program: (ONE only)</b></p>	<p><input type="checkbox"/> Regular 3% full-time</p> <p><input type="checkbox"/> Critical Shortage full-time</p> <p><input type="checkbox"/> Critical Shortage part-time</p>
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*Continued...*



Retiree's Last Name	First Name	Middle Initial

**SECTION III \* INSURANCE ELIGIBILITY**

If this retired employee is currently covered on the KEHP and eligible for KEHP coverage with your district, his or her health insurance should be treated as a "transfer" effective on the FIRST day of the month AFTER employment begins.	<b>OR</b>	If this retired employee is currently covered through the TRS Medicare Eligible Health Plan (MEHP) and eligible for KEHP coverage with your district, his or her health insurance should be treated as a "new hire" effective on the FIRST day of the SECOND month following employment. New hires will experience a lapse in coverage.
Is this retired employee eligible for insurance with your District? <input type="checkbox"/> YES OR <input type="checkbox"/> NO	→	This employee's health insurance will begin on: The FIRST day of _____, 20_____ (Month) (Year)

**SECTION IV \* EMPLOYER CERTIFICATION**


**This CERTIFICATION confirms that there were NO OTHER NON-RETIRED, qualified applicants and no prearranged employment agreement until AFTER this applicant's break in service was completed.**

District/Agency	Signature of district/Agency designee	Date of signature
Printed name	Phone number	Fax number

**This request must be submitted PRIOR to employment.  
ONLY FULLY COMPLETED FORMS WILL BE PROCESSED.**

Submit request by:  
**Fax: 502-848-8599** for faster approval  
 or mail to TRS, 479 Versailles Road, Frankfort, KY 40601-3800

**TO BE COMPLETED BY TRS ONLY**

<input type="checkbox"/>	This request has been <b>APPROVED ONLY</b> for 2017-2018 school year.				
<input type="checkbox"/>	Each year upon receiving this approval, you may begin withholding TRS contributions on this employee.				
<input type="checkbox"/>	This retired employee will be included in the 1% Critical Shortage group and this district will remit an additional 22.14% each pay period.				
<input type="checkbox"/>	This request is returned NOT APPROVED per the attached reason.				
<b>DWT DAILY WAGE THRESHOLD</b>  \$ _____	<table border="1"> <tr> <td>Authorized TRS Designee</td> <td>Date</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Authorized TRS Designee	Date		
Authorized TRS Designee	Date				