

DeForest Area School District
Administrative Regulation

TITLE: EMPLOYMENT OF REHIRED ANNUITANTS	NUMBER: AR 3.2(4)
<i>Executive Limitation: EL 3, Treatment of Staff (3.2 –Compliance with Legal and Regulatory Authority)</i>	
Recorded as Administrative Regulation: <i>Established: 6/25/12 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

The District recognizes that the Department of Employee Trust Funds (DETF) has instituted regulations and guidelines governing the rehiring of annuitants. The District will fully comply with all restrictions and not violate the terms and conditions set forth for Wisconsin employers.

When the District receives notice of the intent to retire, the District will review the job description and assignment (FTE) of the vacated position and determine if the position is to be filled. The District will make a good faith effort by posting proper and sufficient notice of the vacancy. The District will continue to expand its search for a qualified replacement as necessary to meet the good faith requirements of a search for applicants which includes widening the scope of posting the vacancy and contacting higher education programs and/or professional associations that may be useful in locating candidates for hard-to-fill positions.

Retiring staff members may not immediately apply to fill the position they vacated due to retirement. Employees are required to meet the terms of a voluntary termination in order to be eligible to receive benefits and must meet all of the conditions set forth by the DETF to qualify. The employee must:

- Cease compensable service
- Comply with policies for voluntary termination
- Have no agreement for any future compensable employment with the District
- Receive all accumulated benefits that are customarily paid to employees at the time of termination
- Meet the required 31 day break in service

If the District’s efforts to find a qualified replacement have not resulted in the hiring of a candidate within the period of time between notification of voluntary termination and the 31st day of break in service, the District will consider re-employment of an annuitant under the following conditions:

- The employment period is not to exceed one year during which efforts to fill the position will continue.
- Employment can be terminated with 45 days notice when a qualified replacement becomes available or immediately for misconduct or performance issues.
- Health insurance benefits are drawn from the five-year or sick leave bank as would be upon retirement (no extension of health benefits).
- No additional paid leave would accumulate. Previously earned sick leave or vacation will no longer be available.

- The employee will not be eligible for credit reimbursement.
- Salary will be determined by the district-approved hiring rate. Deviations from this rate for special circumstances will be based on factors including certification, experience, affordability and need.
- The annuitant will be provided required DETF notice regarding employment of annuitants.