

**HIRING OF RETIRED SCHOOL EMPLOYEES**

**POLICY:**

The retire and rehire legislation was passed to provide school districts with a means to retain key staff and to address personnel shortages, particularly in hard to fill positions. It was also designed to minimize administrative burdens on school districts. The goal of Lake Stevens School District's hiring process is to attract, hire, and retain the most highly qualified candidates available for each open position in the district. The retire and rehire legislation will assist the District to attain this goal.

Lake Stevens School District will comply with the retire and rehire legislation rules and regulations set forth by the Federal Social Security Act, Washington State Legislature, and the Washington State Department of Retirement Systems.

Cross References:

Board Policy No. 4040: Contracts

Board Policy No. 4010: Personnel Recruitment, Selection, and Assignment

Legal References:

RCW 41.32 Teachers' Retirement

RCW 41.40 Washington Public Employees' Retirement System

**HIRING OF RETIRED SCHOOL EMPLOYEES**

**PROCEDURES:**

- A. The Board of Directors shall approve a process for recruitment and selection of employees, including those vacancies for which a retiree applicant may be considered.
- B. Applicant(s) shall be evaluated and considered equally, selecting the candidate who best meets the needs of the district.
- C. There shall be no prearranged employment agreement or commitment to rehire an employee after retirement. Mere inquiries about post-retirement employment do not constitute an agreement.
- D. Employment shall be limited to a maximum of a one-year, noncontinuing contract or appointment.
- E. The District shall make contributions to the appropriate retirement system when any retiree works more than eight hundred sixty-seven (867) hours per year.
- F. The District shall maintain records of the process followed in seeking qualified candidates that resulted in the hiring of the retiree.
- G. The Board of Directors shall approve the hiring.
- H. Subject to any applicable bargaining agreements, vacancies filled by retirees shall be annually reviewed by the Superintendent or designee to determine whether the retiree will be rehired for another year of employment without requiring the employee to go through the hiring procedures each year. Factors to be considered may include anticipated shortages for hard to fill positions and satisfactory performance of the retire-rehire employee.
- I. The District shall provide the retiree with the same terms and conditions of employment as other appointees or employees in comparable positions with the exception of sick-leave cash-out.
- J. The District shall report the number of hours worked by the retiree to DRS.