



NEWS TO USE

A newsletter for PERSI employers

August 2013

- Break In Service Still Confusing
- New Online Employee Orientation
- IRIS Update



BREAK IN SERVICE AND RS132A FORM STILL CONFUSING

If some of the following information seems familiar, it could be because the June newsletter included an article about hiring PERSI retirees. Some school districts are still confused about hiring retirees and about when to submit the necessary forms. Because of its importance, this issue is being covered again. (See the June newsletter for a general refresher on hiring a PERSI retiree.)

RS132A FORM - SCHOOLS HIRING RETIREES

When hiring a retired teacher or administrator, the school district must submit an RS132A form to PERSI. The *Certification of Employment of a Retired Schoolteacher or Administrator* form certifies the retiree meets the requirements for reemployment under the return-to-work option (HB202).

Some school districts have been submitting the RS132A form to PERSI before the school year ends. PERSI cannot process these early forms because they imply a promise of work to a retiring teacher or administrator. There must be at least a 24-hour break in service before a teacher or administrator can return to work for the same PERSI employer. Forms should be submitted after the certificated teacher or administrator returns to work. This lets PERSI know the break-in-service policy was followed and that a retired teacher or administrator has been reemployed.

REVIEW RS132A FORM PRIOR TO SUBMISSION

Incomplete forms regularly come to PERSI. Missing signatures (employee and employer) and incorrect return-to-work dates are the primary oversights. When the RS132A form asks for a date, it means the return-to-work date, not the original date of hire. (Employers should review carefully everything sent to PERSI, not just the RS132A form.)

SUBSTITUTE TEACHERS

The rules are different when a retired teacher is returning to work as a substitute.

90-Day Break

Teachers mistakenly think they can retire from a school district and return almost immediately as a non-contracted substitute teacher for the district from which they just retired. The following is provided as clarification: Subsection (1) of 59-1356 would apply to an early retired (not service retirement age) teacher who retires under PERSI and then returns to work within 90 days as a substitute [as defined in HB644] with the same employer.

If a retiring teacher is not service retirement age (65), he/she needs to wait 90 days before becoming a substitute at the same school district or he/she is not considered to have terminated employment.

HB644 changed the definition of employee, exempting substitutes generally. It was not intended, nor was it drafted, to provide an exception to the restrictions of 59-1356 (1), which requires early retirees to have a 90-day break in service without any guarantee of reemployment in any capacity with the same employer and **also requires repayment of any retirement benefit payments received by the retiree if the 90-day condition is not met.**

Simply put, the circumstances under which a retired teacher can go back to work (under HB644) as a substitute without adversely affecting his/her retirement are:

- (1) Be service retirement age (in which case the 90-day rule does not apply)

OR

- (2) Wait 90 days before returning to the same employer (school district)

Hopefully, this additional information will assist school districts in correctly applying the rules for hiring a PERSI-retired teacher or administrator.

EMPLOYEE ORIENTATION NOW AVAILABLE ONLINE



PERSI's website has always been a good resource for employers to learn about PERSI-related issues and a place to direct employees for answers to their retirement questions. Now PERSI is also making new employee orientation a little easier.

ONLINE ORIENTATION

Employers have always appreciated getting materials from PERSI for their new employees. Now rather than handouts, your employees can view an online presentation to introduce them to PERSI.

The online orientation is available in PDF format at www.persi.idaho.gov/documents/Self-Guided_New_Employee_PERSI_Orientation.pdf. This makes it easy for just about anyone to view. Employees can go through the orientation slides at their convenience from work or from home. As an employer, you can even arrange for several of your new employees to view it as a group.

TRAINING VIDEOS

Besides the orientation, PERSI offers two online training videos designed to help members understand both the value and the features of their PERSI benefits.

The two videos are: "Planning for the Beach," which is an introduction to PERSI, and "Cruisin' to the Beach," which focuses on financial topics relating to retirement. Each of these can be viewed as short vignettes (3-5 minutes in length) or employees can order a DVD that includes both of the full-length workshops. The workshops run between 20-30

minutes when viewed in their entirety. The videos can be found at www.persi.idaho.gov/media/Training.cfm.

PERSI HISTORICAL SUMMARY VIDEO

The PERSI website also offers a 20-minute video that provides more detail about the system's history, funding status, benefits, and investment policies. In addition, the video briefly touches on how PERSI's practices differ from those of its peers. The video can be found at www.persi.idaho.gov/media/index.cfm.

BROCHURES TO SUPPLEMENT VIDEOS

Written materials are always available to supplement the videos. PERSI offers a wide-range of brochures on its website at www.persi.idaho.gov/brochures/. This makes it easy and convenient for your employees to look up answers to their questions 24/7. Employers can use the brochures to learn more about PERSI, making it easier to respond to employee inquiries. The materials can be downloaded and/or printed from the website.

PERSI is always ready to provide employers and their employees with assistance.

- Employees can receive assistance by calling the PERSI Member Service Answer Center at 1-800-451-8228 or 334-3365 (Boise area).
- Employers can receive assistance by calling the Employer Service Center at 1-866-887-9525 or 287-9525 (Boise area).

Employers are encouraged to periodically check out the PERSI website as content frequently changes.



The Pension Administration Phase (Phase 5) kicked-off on July 15th. This is the phase focusing on internal usage of the new system. PERSI is looking at the screens its

staff will use on a daily basis, such as participant and employer menu screens and beneficiary processing. In addition, the calculation engines used to determine member benefits are being built.

As reported in July, training for 75 employers located in West Central Idaho will be held on August 13th and 14th. The first workshop will be in Orofino on the 13th and the second will be in New Meadows on the

14th. These are half-day sessions, with two sessions per day at each location. **Online registration for these sessions has closed.**

PERSI will be contacting all employers in the West Central Group to confirm registrations.

Employers completing this training session will begin reporting in IRIS September 2nd.