RETIREMENT PROGRAMS: 5510

Staff shall become members of the Federal Income Contribution Act (Social Security System) and the Washington State Teachers' Retirement System or the Washington Public Employees' Retirement System as required by law. The District shall make contributions to these retirement systems in behalf of staff according to law and shall make payroll deductions from staff wages and salaries for the staff contributions to these programs as required by law. No contributions will be made to an employee's retirement system for accrued vacation leave in excess of thirty (30) days.

Location Pay: Compensation for time not actually worked which an employee receives for being required to remain at, or in the immediate vicinity of, a specific location or to report immediately to work should the need arise (even if the need does not arise) is known for retirement purposes as "location pay." The legislature calls the situation "standby status." An employee may earn retirement credit for location pay if the District establishes a specific policy which correctly defines location pay and describes the occasions on which the District will pay location pay. The definition of location pay does not apply if the employee is allowed to leave the specific location or property immediately adjacent to that location. Employees who are limited to a particular radius or must respond within a set time are not eligible for location pay nor are those who report to work only upon notification by pager or similar device. School bus drivers who, as a part of their bus route, are waiting to transport children receive general compensation for time actually worked.

Staff who become eligible to retire under provisions of the respective systems and who intend to retire shall notify the Human Resources Department as soon as possible, but not less than 30 days prior to their proposed retirement date.

Legal References:	RCW 41.32	Teacher's **r**etirement
	RCW 41.35	Washington School Employees' Retirement System
	RCW 41.40	Washington Public Employees' Retirement System
	RCW 41.50.150	Retirement benefits based on excess compensation – Employer liable for extra retirement costs