

EMPLOYMENT APPROVAL REQUEST

TRS Retiree Returning to Work as a **SUBSTITUTE CLASSROOM TEACHER**

Georgia law prohibits a TRS member and employer from entering into either a verbal or written employment agreement prior to the member's retirement/last day of work. A break-in-service of at least one calendar month is required for retirees rehired as a substitute. This form must be completed and returned to GCPS Human Resources for approval prior to the retiree's return to work.

▼ TRS RETIREE INFORMATION

Social Security Number:

GCPS Employee ID:

Retiree Last Name

First Name

Middle Initial

Phone Number

Personal Email Address (required)

▼ SUBSTITUTE TEACHING INFORMATION

TRS Retirement Date

Anticipated Start Date

Job Code 004002

Substitute Classroom Teacher

▼ CERTIFICATION

I certify that I have reviewed the TRS policy on Working After Retirement found on the TRS website at www.trsga.com and Gwinnett County Public Schools guidelines for a Retiree Returning to Work found on the school district website at www.gcpsk12.org/GRS.

There is no limit to the amount of time a retiree can work during the year as a substitute classroom teacher. A classroom teacher is defined as one whose sole responsibility is academic instruction in the classroom. Substitute classroom teachers employed by Gwinnett County Public Schools work on an as needed basis and are not eligible for benefits.

Substituting for any position other than a classroom teacher (clerical, media specialist, etc.) is prohibited by Gwinnett County Public Schools.

Georgia law prohibits a TRS member and employer from entering into either a verbal or written employment agreement prior to the member's retirement/last day of work. Nonconformity with TRS policy and GCPS guidelines could jeopardize the retiree's TRS benefit.

Any person who knowingly makes false statements or records to the retirement system shall be guilty of a misdemeanor.

Retiree's Name

Signature

Date

▼ FOR HR USE ONLY

Retiree's Substitute Hourly Rate

HR Initial