



GCPS Guidelines for Employing Retirees

GCPS rules regarding employment of retirees are more restrictive than those of TRS and PSERS. TRS and PSERS retirees may only be employed with GCPS under the following conditions.

Policy prohibits entering into agreements of any kind (verbal or written) for a retiring employee to return to work until after the effective date of the employee's retirement, which is usually the first day of the month after the employee's last day worked.

Employment Limitations

GCPS Break in Service Requirement

A break in service of at least one calendar month is required for retirees rehired as a classroom teacher, a classroom substitute, or a classroom paraprofessional. The **one-month break** is calculated from the effective date of retirement, not the last day worked. For example, if an employee works their last day on December 20th, their effective date of retirement will be January 1st, and the employee would not be eligible to return to work until February 1st.

A break in service of a minimum of one calendar month is required for all other retirees rehired for the first time. The **one-month break** is calculated from the effective date of retirement, not the last day worked. For example, if an employee works their last day on December 20th, their effective date of retirement will be January 1st, and the employee would not be eligible to return to work until February 1st.

Part-Time Employment

Part-Time Definition

Retirees may work .49 FTE in any regular **TRS-covered** position. An FTE of .49 is defined as working 49% of a full-time schedule and earning 49% of full-time compensation for the calendar month based on the position held. **GCPS does not employ retirees part-time in PSERS-covered positions.**

Temporary Full-Time Exception (TRS Retirees Only)

TRS retirees who return to work with GCPS may perform up to 3 months of temporary full-time work in a fiscal year (July-June). These periods of temporary full-time work must be measured as calendar months and need not be consecutive. For example, an Assistant Principal could be employed on a full-time basis for the months of August, September, and April during the same school year.

Full-Time Employment

GCPS does not employ retirees receiving a state retirement system benefit on a full-time basis. TRS or PSERS retirees wishing to terminate their state retirement benefit in order to return to work full-time should contact the *Gwinnett Retirement Services Department* at 678-301-6272.

Transitioning from retired status to active status can have significant impacts on the retiree's healthcare insurance. If a retiree returns to work in a SHBP benefits eligible position, the state retirement system will cease taking SHBP deductions from the retiree's state annuity and deductions must be made through the employer. Once the employee leaves active work status, the employee must notify SHBP immediately to resume deductions from their state annuity. Coverage will not automatically rollover and will cause the employee to lose eligibility for SHBP coverage. Please contact the Gwinnett Retirement Services Department at 678-301-6272 prior to making the decision to return to work in a benefit eligible GCPS position.



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Employment Limitations Continued

Employment as Substitute Classroom Teachers

Retirees may be employed as substitutes for classroom teachers and paid on the GCPS substitute payroll. Because TRS policy defines a classroom teacher as one whose sole responsibility is academic instruction in the classroom, substituting for any position other than classroom teacher (clerical, media specialist, LSTC, counselor, etc.) is prohibited by GCPS. **Substitute classroom teaching may be performed in addition to working a part-time schedule.**

Retirees interested in substitute teaching with Gwinnett County Public Schools must apply online at <http://www.gcpsjobs.org/careers/substitute> and submit an [Employment Approval Request Substitute Classroom Teacher](#) form to Human Resources for approval. Once the form is approved, you will be contacted by Human Resources. This form is available by downloading from the GCPS website link or by contacting Substitute Management at (678) 301-6140.

Employment as a Substitute for a PSERS-covered Position

GCPS does not employ retirees as substitutes for any PSERS-covered position.

Employment as a Paraprofessional

Retirees may return to work as a paraprofessional in a less than half-time capacity (19.6 hours per week).

Disability Retirement – TRS Members

TRS disability retirement recipients may return to work provided TRS earnings limitations are observed. Generally, employment in a TRS-covered position at 49% of a full-time schedule and salary is permitted, provided the combined earnings from employment and TRS disability benefits do not exceed the current level of compensation for the position held at retirement. Disability retirees must report all employment to TRS and are encouraged to contact TRS prior to considering returning to work in any capacity.

Disability Retirement – PSERS Members

PSERS disability retirement recipients may return to work but not in the same position from which they retired. Further, if a disability retirement recipient is engaged or is able to engage in a gainful occupation; his or her disability benefit may cease or be reduced. Disability retirees are encouraged to contact PSERS prior to returning to work in any capacity.



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Employment Procedures

Prior Approval Required

In order to comply with state policy and avoid jeopardizing the retiree's state benefit, all employment of retirees must be approved by GCPS Human Resources Division and reported by GCPS to the applicable state agency prior to the retiree's first day of work.

Hiring a Retiree (See page 2 for Substitute Hiring Procedures)

The retiree must be entered into the **Rehire Retiree Database** by the designated Division Assistant to start the approval process for rehire. Once submitted, the retiree's information will be routed to the Hiring Manager for approval. For assistance in determining a GCPS job code/salary schedule for potential employment of a retiree, please contact the HR Division.

Once approved by the Hiring Manager, HR will conduct employee clearance, determine/verify salary for the position, and forward to Gwinnett Retirement Services for reporting to the applicable state agency. After the state agency has confirmed successful receipt of all required employment information, HR will notify the Hiring Manager to proceed with the hiring process.

Position, Location, or Schedule Change

For any position, location, or schedule change affecting the retiree, the retiree must be entered into the Rehire Retiree Database by the designated Division Assistant to start the approval process for the change. Upon approval by the state agency, an **ePar** will need to be generated by the designated Division Assistant to reflect the change.

Payment and Schedules

All retirees (except substitute teachers) must work a regular monthly schedule and be paid a regular salary on the GCPS retiree monthly payroll. GCPS does not employ retirees on an hourly basis.

Miscellaneous Employment and Payment of Stipends

Retirees are not to be paid on miscellaneous payroll, regardless of the source of the funding. Once a retiree's monthly salary has been reported to the applicable state agency, extra payments of any kind (including stipends for professional development, discipline panels, or summer work for school-based retirees) could jeopardize the retiree's benefits and are therefore prohibited.

Contracted Work

GCPS does not permit payments to retirees as independent contractors or for work done for contractors. All work and payments to retirees must be accounted for in their regular GCPS work schedule and salary.

State Requirement for Reemployment

For clarification on any Teachers Retirement System of Georgia (TRS) requirements for reemployment, please refer to the TRS Web Site [Teachers Retirement System of Georgia – TRSGA](#) or call 404-352-6500 and ask for TRS assistance.

For clarification on any Public School Employees Retirement System of Georgia (PSERS) requirements for re-employment, please refer to the PSERS Web Site [Employers - Employees' Retirement System of Georgia](#) and click on PSERS under the Plans drop down at the top of the page or call 404-350-6300 and ask for PSERS assistance.