



**pennsylvania**  
PUBLIC SCHOOL EMPLOYEES'  
RETIREMENT SYSTEM

May 25, 2017

LESLIE FRISBIE  
NORTHWESTERN LEHIGH SD  
6493 ROUTE 309  
NEW TRIPOLI PA 18066

Re: emergency substitutes  
EID: 5568

Dear Ms. Frisbie:

PSERS has reviewed your emergency substitute request. The PSERS Retirement Code allows an annuitant to work for a public school employer when there is a shortage of appropriate personnel. In the case of short-term substitutes, a shortage of personnel exists only when the employer has offered the work to non-annuitant substitutes first and found none available.

You have stated that the Northwestern Lehigh School District has a shortage of qualified substitutes, that you maintain a separate list of annuitant substitutes, and that you employ annuitants as substitutes only when no non-annuitant substitutes are available to work. This letter confirms that the District's method of employing PSERS annuitants as substitutes meets the Retirement Code's requirements.

The Northwestern Lehigh School District is, therefore, permitted to employ annuitants to cover short-term absences in these positions during the 2017-2018 school year without affecting their retirement status. PSERS expects continued efforts by the employer to increase the number of available non-annuitant substitutes.

**Please note – this approval does not extend to coverage of long-term absences or vacancies.** To receive approval of long-term emergency service, the District must submit a written request to employ a particular annuitant due to a particular long-term employment emergency. The request should include a description of the nature of the emergency, an estimate of its expected duration, and a description of the District's efforts to alleviate the emergency without hiring an annuitant. PSERS may request documentation of such efforts.

This letter and related materials will be scanned into the employer's file in PSERS' records, and the employer should provide it to annuitant substitutes for their own records. PSERS reserves the right to reexamine this decision should additional information be provided.

Sincerely,

*Public School Employees' Retirement System*