



## Kyrene School District Phased Retirement Program

### Post Retirement:

Kyrene School District hires retired employees on an as needed basis, through a contract with **an outside vendor**. Employees are placed in the District at the District's discretion for one year only. An employee is not guaranteed continued employment beyond one year.

### Qualifications:

Individuals participating in this program must meet the following criteria:

- Must have retired from ASRS with one of the following: Eighty (80) points (age plus years of service); Sixty-two (62) years of age with ten (10) years of service; or Sixty-five (65) years of age; Check ASRS website for all normal retirement rules, OR;
- Be eligible to retire through ASRS Early Retirement (individual counseling mandatory);
- Must have been a contributing ASRS employee of the District;
- Must have achieved satisfactory performance evaluations without an inadequate performance rating during the exit year prior to retirement;
- Must not have received any disciplinary action taken during the exit year prior to retirement.

*Contact ASRS to ensure you are eligible for retirement prior to completing this process.*

### Process:

Employees requesting to return to work in Kyrene School District must complete the following steps prior to the last date that contracts are due for the following year.

Notify supervisor of intent to retire and request rehire through Kyrene Phased Retirement Program (PRP):

- Reject contract, with a note indicating the request to return to work through the PRP program;
- Complete Resignation Form, noting retirement as the reason, and choose return to work through Kyrene PRP.



You will then receive from Kyrene the following:

- General Retirement information, including:
  - Access to the Arizona State Retirement System
  - Benefit options
  - PRP acknowledgement form.

Upon receipt of these documents, you will then:

- Complete the process to retire with ASRS;
- Complete and sign phased retirement program acknowledgement form and return to Talent Management at [TM@kyrene.org](mailto:TM@kyrene.org).

You will then:

- Receive conditional Letter of Intent to Employ;
- Apply for employment with an outside vendor

**Terms:**

Employees returning to work under the Kyrene Phased Retirement Program are subject to the following terms:

- Salary will be 78% of exit salary;
- Payment for approved supplemental work will be at 78% of the amount offered to Kyrene employees;
- The agreement is for one year only.
- Employee meets all qualifications for employment with the outside vendor.



## ACKNOWLEDGMENT OF INFORMATION SHEET For Phase Retirement Program

I have read, understand, and agree with the terms and conditions of participating in the Phased Retirement Program as outlined in the Kyrene Phased Retirement Program Information Sheet.

Employees returning to work under the Kyrene Phased Retirement Program (PRP) are subject to the following terms:

- Salary will be 78% of exit salary;
- Payment for approved supplemental work will be at 78% of the amount offered to Kyrene employees;
- The agreement is for one year only;
- Employee meets all qualifications for employment with the district's vendor.

By completing and signing this document, it is my intent to participate in the Kyrene Phased Retirement Program for the **2025-26** school year knowing that my position or site may change due to staffing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Position and FTE

\_\_\_\_\_  
Site

**To be completed by current Principal/Supervisor:**

\_\_\_\_\_  
Anticipated Position and FTE

\_\_\_\_\_  
Site

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DO NOT COMPLETE BELOW THIS LINE – FOR HUMAN RESOURCE SERVICES OFFICIAL USE:**

Approved by Talent Management:

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position Created/FTE/Site

\_\_\_\_\_  
Date