



TO: Members, Calcasieu Parish School Board
FROM: Robert Barrentine, Chief Operations Officer
DATE: August 25, 2026 – 5:00 p.m.
SUBJECT: Administrative and Personnel Committee Meeting

AGENDA

A & P Committee Meeting Items

1. Personal Business, Leave Without Pay - GBRIA
2. Bids & Quotations – DJED
3. Discussion to adopt the state FP&C fee Schedule for A/E Schedule
4. Employment for Retired Personnel - GBDA

A & P Committee Members:

Glenda Gay
Aaron Natali
Russell Castille, Vice Chair
Mary Fontenot
Patrick Pichon
Shawn Baumgarten, Chair

Karen Hardy McReynolds
Tony O'Banion
Rev. Desmond Wallace
Dr. Betty Washington
Phyllis Ayo

Building Foundations for the Future

GBRIA, Personal Business, Leave Without Pay

PERSONAL BUSINESS

The Calcasieu Parish School Board shall grant to teachers, bus operators, and other employees who do not receive annual leave, two (2) days absence during each school year to be used for such purposes as may be determined by the individual.

These two (2) days shall be used at the employee's discretion, upon submitting proper notice for such leave at least twenty-four (24) hours prior to taking said leave. The two (2) days leave for personal business shall not be cumulative nor payable upon death or retirement. Leave for personal business shall be charged to and deducted from unused current and/or accumulated sick leave as of the date personal leave is taken. Any employee absent for more than two (2) days per year for personal business shall be considered on leave without pay and a full day's salary shall be deducted from their regular pay for each day absent.

If an employee erroneously reports personal business exceeding days allowed and has salary deducted, the employee will be allowed to correct the error with salary restored in the next available pay period. The only method of correction must be generated by the employee on school letterhead with an explanation signed by the employee, principal, and appropriate administrative director. An employee will have fifteen (15) days after the pay period containing the error to submit a correction to the payroll Department.

LEAVE WITHOUT PAY

The Board may grant leave of absence, without pay, to any regularly employed teacher or other employee for periods of time not to exceed one (1) year, based on the recommendation of the Superintendent. Such leave shall be granted by the Board, upon proper request and explanation in writing by the employee, whenever in the discretion of the Board such leave is in the best interest of the school district. Leave without absence pay shall not be granted in order to work in another school system or to be employed full time. Early return from leave without pay shall be approved by the Superintendent.

Any Calcasieu Parish School Board member, employee, or citizen who is aware of possible violations of the leave without pay policies is encouraged to report any and all possible violations to the Personnel Department. The Personnel Department will take the appropriate action.

FAMILY AND MEDICAL LEAVE

The Board shall permit qualified employees to take up to twelve (12) workweeks of unpaid leave in a twelve (12) month period for family and medical reasons. Employees qualifying for family and temporary medical leave shall have been employed by the Board for the previous twelve (12) months prior to the date of the leave to be taken. For the purposes of this policy, the 12 month period shall be the same as the fiscal year, July 1 to June 30. Such unpaid leave may only be taken for the following reasons:

1. For the birth of the employee's child and subsequent care;
2. For the placement of a child with the employee for adoption or foster care;
3. In order to care for the spouse, child or parent of the employee who has a serious health condition; or
4. When the serious health condition of the employee renders the employee unable to work.

BEREAVEMENT LEAVE

Bereavement leave shall be granted to employees in the event of the death of an immediate family member without the absence(s) being charged to either sick leave or annual leave. Such leave shall be administered as follows:

1. ~~The calendar day before the funeral; the calendar day of the funeral; the calendar day after the funeral.~~ Three calendar days within 2 calendar weeks of the death of the immediate family member.

2. Immediate family shall be defined as spouse and children; mother and father or that of the spouse; brothers and sisters and their spouses or that of the spouse; and the employee's grandparents, spouse's grandparents, grandchildren, daughter-in-law, and son-in-law.

The principal or department head shall be responsible for verifying and approving bereavement leave requested.

SCHOOL AND DAY CARE CONFERENCE AND ACTIVITIES LEAVE

An employer may grant any employee of the school system leave from work of up to a total of sixteen (16) hours during any twelve (12) month period to attend, observe, or participate in conferences or classroom activities related to the employee's dependent children for whom he/she is the legal guardian that are conducted at the child's school or day care center, if the conferences or classroom activities cannot reasonably be scheduled during the nonwork hours of the employee. An employee who wishes to request such leave shall

provide a reasonable notice to the employer prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer.

An employer is not required to pay an employee for any time taken as leave for conferences and school activities. However, an employee shall be permitted to substitute any accrued vacation time or other appropriate paid leave for any leave taken as provided here.

Latest revised Revised: June, 2003

Full revision history (4 entries)

1. Revised: October, 1993
2. Revised: November, 1993
3. Revised: December, 1997
4. Revised: June, 2003

References

29 USC 2601 (Family and Medical Leave) La. Rev. Stat. Ann. §§17:1171, 17:1186, 17:1208, 17:1208.1, 23:1015.2

Board Minutes

Board minutes, 4-19-88, 8-1-89, 10-5-93, 10-21-97, 3-11-03

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DJED, Bids and Quotations

1. Public Works

The Calcasieu Parish School Board shall advertise and let by contract, except in cases of emergencies, as provided below, all public work exceeding ~~\$250,000~~ \$260,000 per project. The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plan, and specifications advertised, unless stipulated otherwise by the School Board.

As an evidence of good faith, each bidder for public works project shall attach to its bid, a bid bond, certified check, or cashier's check in an amount equal to five percent (5%) of the bid amount.

When using state or locally generated funds, under no circumstances shall there be a division or separation of any public work project into smaller projects, which division or separation would have the effect of avoiding the requirement that public work be advertised and let by contract to the lowest responsible bidder in accordance with statutory provisions.

All advertisements for bids shall appear in the newspaper selected as the official journal for the School Board, except in emergencies as may be declared by the School Board, or designee. The advertisement, when published, shall appear once a week for three (3) different weeks, the first advertisement to appear at least twenty-five (25) days prior to the opening of bids. In addition to newspaper advertisements, the School Board may also publish advertisements and accept bids by electronic media available to the general public in accordance with uniform standards promulgated by the state. In any advertisement, the first publication shall not occur on a Saturday, Sunday, or legal holiday.

All bids shall be opened in public in the presence of one or more witnesses at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection. The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the School Board with recommendations for final action.

Contracts for public works aggregating ~~\$250,000~~ \$260,000 or less shall be subject to the following:

A. \$10,000 - ~~\$250,000~~ \$260,000 Contracts for public works aggregating \$10,000.00 or more, but less than ~~\$250,000~~ \$260,000 shall be made by obtaining no fewer than three (3) documented written, facsimile, or electronic quotations. A written confirmation of the accepted offers shall be obtained and made part of the purchase file. If quotations lower than the accepted quotation are received, the reasons for their rejection shall be recorded in the purchase file.

B. \$0.00 - \$9,999.99 Competitive quotations may be received at the discretion of the purchasing department head (quotes recommended).

The School Board shall retain the option of requiring all bids that are let out for public works be submitted electronically.

2. Supplies, Materials and Equipment

The School Board shall advertise and let by contract all purchases of supplies, materials and equipment aggregating \$60,000 or more. All advertisements for bids shall appear in the newspaper selected as the official journal for the School Board. The advertisement, when published, shall appear at least fifteen (15) days prior to the date set forth therein for the opening of bids. In addition, the School Board shall also publish an advertisement by electronic media available to the general public. Notice shall also be given in writing to persons in a position to furnish the supplies, materials and equipment as shown by the purchasing department's records.

When using state or locally generated funds, purchases cannot be divided by departments or by a school if the effect is to evade the state's public bid law. Purchases of commodities that are bought in small but recurring amounts through the year shall be bid on an annual basis.

All bids shall be opened in public in the presence of one or more witnesses, at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection.

The School Board may require, as evidence of good faith that each bidder for the purchase of supplies, materials or equipment, attach to its bid a bid bond, certified check or cashier's check in an amount equal to five percent (5%) of the bid amount.

Purchases of supplies, material and equipment aggregating less than \$60,000 shall be subject to the following:

A. Purchases of \$30,000 or more, but less than \$60,000 shall be made by obtaining no fewer than three (3) documented quotations. A written confirmation of the accepted offers shall be obtained and made part of the purchase file. If quotations lower than the accepted quotation are received, the reasons for their rejection shall be recorded in the purchase file.

B. \$0.00 - \$29,999.99 Competitive quotations may be received at the discretion of the purchasing department head (quotes recommended).

The School Board shall retain the option of requiring all bids that are let out for materials and supplies be submitted electronically.

In lieu of formal bids, the School Board may use a reverse auction for the purchase of equipment, supplies, and other materials or consulting services, as outlined in policy DJE, Purchasing.

3. Bid Award

In order to protect the integrity of the competitive bidding process, the determination of responsiveness by the bidder must be made from the bid documents at the time of the bid opening. Any deviation from or failure to supply information required by the bid documents, may result in the bid being rejected as non-responsive.

The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the School Board with recommendations for bid award unless the School Board grants permission for staff to evaluate, award, and notify the School Board at a later date.

4. Disqualification of Bidder for Non-Responsibility If the School Board proposes to disqualify any bidder for non-responsibility (the possibility that the bidder may not satisfactorily fulfill the contract being bid), the School Board shall:

A. Give written notice of the proposed disqualification to such bidder, and include in the written notice all reasons for the proposed disqualification;

B. Give such bidder, who is proposed to be disqualified, the opportunity to be heard at an informal hearing to be conducted not later than five (5) business days after the issuance of the notice of the proposed disqualification, at which such bidder is afforded the opportunity to refute the reasons for the disqualification; and

C. Conduct the informal hearing prior to the award of the public work. No award of the contract for the public work shall be made by the School Board prior to the expiration of at least five (5) working days following the date of issuance of the written ruling from the informal hearing.

4. Exclusion/Rejection of Bids

The School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. §38:2227.

In awarding bids or contracts, the School Board shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, pled guilty or nolo contendere to any a state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid under the state laws governing public contracts; professional, personal, consulting, and social services procurement; or the Louisiana Procurement Code.

Any contract between the School Board and a person or entity entered into as a result of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.

Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

5. In cases of an emergency or extreme emergency when time is not sufficient to advertise for bids for public works or purchase of materials, the School Board or designee is permitted by law to declare through resolution that a public emergency or

extreme public emergency exists and extend a contract for more than the sums mentioned without going out to bid. However, in such cases every effort shall be made by School Board personnel to secure competitive quotations. The accepted quote shall be confirmed and documented in writing. State law permits a person designated by the School Board to declare the existence of an extreme public emergency. This designated person shall be the Superintendent and/or his/her designee. Notices of an emergency or extreme emergency shall be published in the School Board's official journal within ten (10) days of the emergency being certified by the School Board or designee.

An emergency is defined by La. Rev. Stat. Ann. §38:2211 as "An unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an order from any judicial body to take any immediate action which requires construction or repairs absent compliance with the formalities of this Part, where the mischance or court order will not admit of the delay incident to advertising as provided in this Part."

An extreme public emergency is defined by La. Rev. Stat. Ann. §38:2211 as

"A catastrophic event which causes the loss of ability to obtain a quorum of the members necessary to certify the emergency prior to making the expenditure to acquire materials or supplies or to make repairs necessary for the protection of life, property, or continued function of the public entity."

Latest revised Revised: January 10, 2023

Full revision history (21 entries)

Cross References

DJE

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2 CFR 200 (Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards) 48 CFR 2.101 (Definitions) La. Rev. Stat. Ann. §§9:2716, 9:2717, 38:2181, 38:2182, 38:2211, 38:2212, 38:2212.1, 38:2212.9, 38:2214, 38:2218, 38:2227, 38:2236, 38:2237, 38:2241, 38:2251, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710

Board Minutes

Board minutes, 10-17-89, 3-17-92, 3-7-95, 1-16-96, 5-7-02, 9-17-02, 5-11-04, 2-6-07, 5-11-10, 2-8-10, 2-7-12, 2-9-21, 5-10-22, 1-10-23fg

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GBDA, Employment of Retired Personnel

The Superintendent, or principal, with the approval of the Superintendent, may employ retired employees under certain conditions; however, an employee whose retirement has been received by the School Board's Personnel Department shall not be guaranteed any position/employment with the Calcasieu Parish School Board.

CERTIFIED PERSONNEL

Certified personnel who are members of the *Teachers' Retirement System of Louisiana* (TRSL) who have retired are eligible for rehire only in REEMPLOYMENT ELIGIBLE CRITICAL SHORTAGE POSITIONS and are rehired shall be designated as either a retired teacher or retired member, as provided below:

Retired Teachers

~~A retired teacher is:~~

~~1. A person reemployed in a reemployment-eligible position, specifically:~~

I. Reemployment Eligible Positions

A. *Reemployment-eligible critical shortage position* ~~or critical shortage position which shall~~ includes any of the following:

1. A position for a full-time, part-time, substitute, or temporary classroom teacher who teaches any student in prekindergarten through twelfth grade or instructs adults through an adult education or literacy program administered through the Calcasieu Parish School Board where a critical shortage exists.

Classroom teacher shall mean any employee whose position of employment requires a valid Louisiana teaching certification and who is assigned professional activities of instructing pupils in courses in traditional or nontraditional classroom settings where daily pupil attendance figures for the school system are kept or is assigned to proctor admissions, evaluations, or assessment testing.

~~A position for a full-time or part-time classroom teacher who teaches any student in pre-kindergarten through twelfth grade in a school where a critical shortage exists.~~

2. A position for a full-time, part-time, or temporary certified speech therapist, speech pathologist, audiologist, educational diagnostician, school social worker, school counselor, school psychologist, interpreter, educational transliterator, orientation or mobility specialist, educator of the visually impaired, or educator of the deaf or hard of hearing, provided the ~~whose~~ position of employment requires a valid

Louisiana ancillary certificate approved and issued by the state Louisiana Department of Education in a school district where a critical shortage exists.

B. *Reemployment-eligible position* ~~which shall~~ also includes:

1. A position for a substitute classroom teacher who teaches any student in pre-kindergarten through twelfth grade. *Substitute classroom teacher* shall mean a classroom teacher employed in a temporary capacity to fill the position of another classroom teacher who is unavailable to teach or to proctor for any reason.
2. A position assigned to the professional activities of instructing adults through an adult education or literacy program administered through a public institution of elementary or secondary education, provided the retiree has a valid Louisiana teaching certificate.
3. A position for a school nurse.
4. A position for a presenter or professional development training.
5. A position for a tutor for any student in pre-kindergarten through twelfth grade.
6. A position for a classroom teacher employed in a temporary capacity to proctor tests.

II. Reemployment Eligible Retirees

~~2.~~ A person classified as a reemployment-eligible retiree ~~includes who is:~~

- A. A member of the TRSL who ~~was~~ retired on or before June 30, 2010.
- B. A retiree who holds an advanced degree in speech therapy, speech pathology, or audiology.
- C. A retiree who meets the criteria of TRSL for receipt of retirement benefits.

CRITICAL SHORTAGE

Critical shortage shall mean a situation in which the School Board has advertised and posted notice of ~~reemployment eligible~~ positions to be filled and has received fewer than three (3) certified applicants. Certification that a critical shortage exists shall be presented to the Louisiana Board of Elementary and Secondary Education (BESE) and the *Teachers Retirement System of Louisiana*, in order for a retiree who is employed in a critical shortage area to be eligible to receive retirement benefits.

Prior to making such certification of a critical shortage for any ~~reemployment eligible full-time critical shortage position~~, the School Board shall be required to advertise ~~on in~~ the School Board's website that the School Board is soliciting applications for future employment of ~~official journal, on two (2) separate occasions, notice that a shortage of~~ certified teachers ~~exists and the positions~~

~~to be filled. Additionally, the School Board shall cause notice of the shortage of certified teachers to be posted at the career development or similar office of every post-secondary institution within a 120-mile radius of the School Board.~~ If a certified applicant who is not a retiree applies for an advertised position, such person *shall be hired* before any certified retiree is employed, unless fewer than three (3) applicants have applied for the position, each of whom is certified in the critical shortage area being filled.

~~*Classroom teacher* shall mean any employee whose position of employment requires a valid Louisiana teaching certificate and who is assigned professional activities of instructing students in courses in classroom situations for which daily student attendance figures are kept, or is assigned to proctor admission, evaluation, or assessment testing; however, such proctoring shall not be considered a subject area for a critical shortage. Such classroom situations may include testing in school classrooms or other settings such as homes or hospitals or other learning situations including co-curricular activities. Instruction may be provided in person or through an approved medium such as television, radio, computer, Internet, multimedia telephone, or correspondence and may be delivered inside or outside the classroom or in other teacher-student settings.~~

~~*Substitute classroom teacher* shall mean a classroom teacher employed in a temporary capacity to fill the position of another classroom teacher who is unavailable to teach or to proctor for any reason.~~

NON-CERTIFIED EMPLOYEES WHO ARE ELIGIBLE TO DRAW RETIREMENT BENEFITS FROM LSERS OR TRSL

Any retired non-certified employee, other than a bus operator, may be reemployed as a full-time, part-time, temporary, or substitute employee subject to the laws and regulations of the applicable retirement system. The School Board shall be required to transmit monthly, by the fifteenth (15th) day after the end of the month, a report to the applicable retirement with the name, social security number, and the amount of earnings of the retiree during the previous month. Earnings limitations and/or suspension of benefits may be applicable per the pertinent retirement system laws and regulations. The Superintendent is authorized to determine whether the position of a non-certified employee, other than a bus operator, is a reemployment eligible position.

OTHER PROVISIONS

I. Salary of Retired Employee ~~Teacher~~

The salary of any retired employee ~~teacher~~ who is reemployed shall be based on the salary schedule which accounts for all prior years of ~~teaching~~ service and pertinent experience applicable to the critical shortage position for which the person is rehired. The earnings of a retired employee ~~teacher~~ returning to active service may result in a reduction in retirement benefits received, in accordance with statutory provisions.

Retired Member Not Considered a Retired Teacher

~~Except as provided in La. R.S. 11:710.3, 11:1006, or 11:1007, and herein a A retired employee member not considered a *retired teacher*, who returns to active service with the School Board, shall have his/her retirement benefits suspended for the duration of reemployment, even if such employment is based on a contract, and shall make no contributions to the applicable state retirement system, TRSL and shall receive no additional service credit nor accrue any additional retirement benefits.~~

II. Notification to TRSL

Whenever a retiree returns to active service, the School Board shall, within thirty (30) days thereafter, notify the TRSL in writing of such employment, the date of reemployment, and a determination as to whether the person is a *retired teacher*. Other reports shall be submitted as required by state law.

III. Bus Operators **BUS OPERATORS**

A bus operator who has retired from service may be employed and return to service as a full-time bus operator. If a retired bus operator is reemployed, the Superintendent shall certify to the BESE that a shortage of qualified bus operators exists in the school district.

Whenever a retired bus operator is reemployed, the School Board shall notify the *Louisiana School Employees Retirement System* (LSERS) in writing within ten (10) days of such employment and the date employment began. In addition, the School Board shall submit to LSERS before September 1 of each school year of reemployment of a bus operator a declaration stating the School Board's intent to reemploy the bus operator. The declaration shall be signed by the Superintendent or his/her designee and the employee. If such declaration is not received by September 1, the reemployed bus operator shall be subject to retirement benefits and other conditions in accordance with state law La. Rev. Stat. Ann. §11:1006. Upon the bus operator's termination, the School Board shall provide LSERS in writing information and notice of the termination.

The School Board shall be required to report to LSERS within forty-five (45) days after June 30th of each year the names of all retired bus operators being paid by the School Board, their social security numbers, and the amounts of their earnings during the previous year.

Actuarial Cost

~~If a retired bus operator is reemployed, the School Board shall pay to LSERS the actuarial cost for the bus operator that is in excess of the cost that would have been incurred if the School Board had reemployed the bus operator pursuant to the provisions of La. Rev. Stat. Ann. §11:1006.~~

OTHER NON-CERTIFIED EMPLOYEES

~~Any retired non-certified employee, other than a bus operator, may be reemployed as a full-time, part-time, temporary, or substitute employee. The School Board shall be required to transmit monthly, by the fifteenth (15th) day after the end of the month, a report to the *Louisiana School Employees Retirement System (LSERS)* with the name, social security number, and the amount of earnings of the retiree during the previous month.~~

LATEST REVISED **Revised: March 19, 2019**

Cross References

- [GBA](#)
- [GBD](#)

References

- [La. Rev. Stat. Ann. §§11:710, 11:710.3, 11:1006, 11:1007, 17:81](#)

Board Minutes

- Board minutes, [10-5-10, 2-7-12, 2-5-13, 3-8-16, 3-19-19](#)

GBDA, Employment of Retired Personnel

The Superintendent, or principal, with the approval of the Superintendent, may employ retired employees under certain conditions; however, an employee whose retirement has been received by the School Board's Personnel Department shall not be guaranteed any position/employment with the Calcasieu Parish School Board.

CERTIFIED PERSONNEL

Certified personnel who are members of the *Teachers' Retirement System of Louisiana* (TRSL) who have retired are eligible for rehire only in REEMPLOYMENT ELIGIBLE *CRITICAL SHORTAGE POSITIONS*, as provided below:

I. Reemployment Eligible Positions

A. *Reemployment-eligible critical shortage position* includes any of the following:

1. A position for a full-time, part-time, substitute, or temporary classroom teacher who teaches any student in prekindergarten through twelfth grade or instructs adults through an adult education or literacy program administered through the Calcasieu Parish School Board where a critical shortage exists.

Classroom teacher shall mean any employee whose position of employment requires a valid Louisiana teaching certification and who is assigned professional activities of instructing pupils in courses in traditional or nontraditional classroom settings where daily pupil attendance figures for the school system are kept or is assigned to proctor admissions, evaluations, or assessment testing.

2. A position for a full-time, part-time, or temporary certified speech therapist, speech pathologist, audiologist, educational diagnostician, school social worker, school counselor, school psychologist, interpreter, educational transliterator, orientation or mobility specialist, educator of the visually impaired, or educator of the deaf or hard of hearing, provided the position of employment requires a valid Louisiana ancillary certificate approved and issued by the state Department of Education in a school district where a critical shortage exists.

B. *Reemployment-eligible position* also includes:

1. A position for a substitute classroom teacher who teaches any student in pre-kindergarten through twelfth grade. *Substitute classroom teacher* shall mean a classroom teacher employed in a temporary capacity to fill the position of another classroom teacher who is unavailable to teach or to proctor for any reason.
2. A position assigned to the professional activities of instructing adults through an adult education or literacy program administered through a public institution of

elementary or secondary education, provided the retiree has a valid Louisiana teaching certificate.

3. A position for a school nurse.
4. A position for a presenter or professional development training.
5. A position for a tutor for any student in pre-kindergarten through twelfth grade.
6. A position for a classroom teacher employed in a temporary capacity to proctor tests.

II. Reemployment Eligible Retirees

A person classified as a reemployment-eligible retiree includes:

- A. A member of the TRSL who retired on or before June 30, 2010.
- B. A retiree who holds an advanced degree in speech therapy, speech pathology, or audiology.
- C. A retiree who meets the criteria of TRSL for receipt of retirement benefits.

CRITICAL SHORTAGE

Critical shortage shall mean a situation in which the School Board has advertised and posted notice of reemployment eligible positions to be filled and has received fewer than three (3) certified applicants. Certification that a critical shortage exists shall be presented to the Louisiana Board of Elementary and Secondary Education (BESE) and the *Teachers Retirement System of Louisiana*, in order for a retiree who is employed in a critical shortage area to be eligible to receive retirement benefits.

Prior to making such certification of a critical shortage for any reemployment eligible *critical shortage position*, the School Board shall be required to advertise on the School Board's website that the School Board is soliciting applications for future employment of certified teachers. If a certified applicant who is not a retiree applies for an advertised position, such person *shall be hired* before any certified retiree is employed, unless fewer than three (3) applicants have applied for the position, each of whom is certified in the critical shortage area being filled.

NON-CERTIFIED EMPLOYEES WHO ARE ELIGIBLE TO DRAW RETIREMENT BENEFITS FROM LSERS OR TRSL

Any retired non-certified employee, other than a bus operator, may be reemployed as a full-time, part-time, temporary, or substitute employee subject to the laws and regulations of the applicable retirement system. The School Board shall be required to transmit monthly, by the fifteenth (15th) day after the end of the month, a report to the applicable retirement with the name, social security number, and the amount of earnings of the retiree during the previous month. Earnings limitations

and/or suspension of benefits may be applicable per the pertinent retirement system laws and regulations. The Superintendent is authorized to determine whether the position of a non-certified employee, other than a bus operator, is a reemployment eligible position.

OTHER PROVISIONS

I. Salary of Retired Employee

The salary of any retired employee who is reemployed shall be based on the salary schedule which accounts for all prior years of service and pertinent experience applicable to the position for which the person is rehired. The earnings of a retired employee returning to active service may result in a reduction in retirement benefits received, in accordance with statutory provisions.

II. Notification to TRSL

Whenever a retiree returns to active service, the School Board shall, within thirty (30) days thereafter, notify the TRSL in writing of such employment, the date of reemployment, and a determination as to whether the person is a *retired teacher*. Other reports shall be submitted as required by state law.

III. Bus Operators

A bus operator who has retired from service may be employed and return to service as a full-time bus operator. If a retired bus operator is reemployed, the Superintendent shall certify to the BESE that a shortage of qualified bus operators exists in the school district.

Whenever a retired bus operator is reemployed, the School Board shall notify the *Louisiana School Employees Retirement System* (LSERS) in writing within ten (10) days of such employment and the date employment began. In addition, the School Board shall submit to LSERS before September 1 of each school year of reemployment of a bus operator a declaration stating the School Board's intent to reemploy the bus operator. The declaration shall be signed by the Superintendent or his/her designee and the employee. If such declaration is not received by September 1, the reemployed bus operator shall be subject to retirement benefits and other conditions in accordance with state law. Upon the bus operator's termination, the School Board shall provide LSERS in writing information and notice of the termination.

The School Board shall be required to report to LSERS within forty-five (45) days after June 30th of each year the names of all retired bus operators being paid by the School Board, their social security numbers, and the amounts of their earnings during the previous year.

LATEST REVISED:

Cross References

- GBA
- GBD

References

- La. Rev. Stat. Ann. §§11:710, 11:710.3, 11:1006, 11:1007, 17:81

Board Minutes

- Board minutes, 10-5-10, 2-7-12, 2-5-13, 3-8-16, 3-19-19