

Washington State Retiree Reemployment Checklist for Hiring Departments

Before a retiree of any plan administered by DRS is employed at the UW, both the hiring official and the retiree should know the following:

General Information

- The UW Benefits Office must report all re-employed DRS plan retirees to DRS.
- Retirees of plans administered by DRS are required by law to be retired for **one full calendar month** prior to resuming employment at any state agency or higher education institution. TRS retirees must also pass their accrual date. **There are no exceptions.**
- Retirees who return to work and stay within the required re-employment limits will continue to receive their monthly retirement benefit from their retirement plan, in addition to UW pay.
- Retirees who exceed the re-employment limits of their retirement plan will have their retirement benefit suspended for the rest of that calendar year.

Department Information and Responsibilities:

- Employing officials must ask all new employees if they are retired from a State of Washington retirement plan.
- Upon appointment, departments are required to notify the [UW Benefits Office](#) of all re-employed retirees.
- Departments should have the person complete the [Retiree Status Form](#). Keep a copy in the employee departmental file, and send a copy to the Benefits Office, Box 355660.
- The employing unit is responsible for monitoring work hours for compliance with UW policy and regular work and pay requirements.
- It is required to document the retiree status, but not necessary to track the hours, of retirees of DRS plans who are employed in UWRP-eligible positions and participating in the UWRP. Notice and documentation to the [UW Benefits Office](#), Box 355660 of retiree employment is still required.

- Hours worked by a retiree at another state agency or higher education institution can impact the hours available for the retiree to work at the UW. Ask the retiree if he/she has worked at another employer participating in the DRS plans this year, and request documentation of hours worked. This documentation should be provided to the UW Benefits Office, Mailstop 355660.
- Re-employed retirees of either PERS 1, 2 and 3 are subject to normal UW policies for regular and temporary appointments. Departments must follow normal procedures to recruit for salaried positions as required by the policies or labor contract covering an open position.
- Retirees working in temporary appointments may not exceed any normal UW HR policies or labor contracts governing the hours and/or employment of temporary employees based on the job class (such as the "[1050 hour rule](#)").

Retiree Information and Responsibilities:

- Retirees of the DRS plans should review the brochure "[Thinking about Working After Retirement?](#)" prior to considering post-retirement employment. This brochure is produced for retirees of each of the DRS plans.
- Retirees are responsible for tracking their own hours. On their DRS retirement application DRS plan retirees acknowledge their responsibility for understanding the limits on post-retirement employment. However the UW can be fined if a retiree exceeds the limitations on re-employment.
- Retirees are responsible for checking directly with DRS about the impact on their retirement benefits of re-employment at the UW.
- Retirees who took a disability retirement should contact the DRS to review limitations on post-retirement employment.