

## **Administrative Return to Employment Post Retirement Policy**

It shall be the policy of the East Baton Rouge Parish School Board to vest in its Superintendent or his/her designee the power to recommend candidates for rehire after traditionally retiring from the East Baton Rouge Parish School System (EBRPSS). The Superintendent or his/her designee may bring recommendations to the Board when doing so can be verified/documentated to be in the best interest of the school district. In addition, recommendations may be made in areas acknowledged by the Board as areas of critical employment shortage and/or pursuant to administrative procedures.

### **Administrative Procedures**

The Superintendent may annually declare any administrative critical shortage areas for purpose of rehiring during the month of March for the following academic year.

Upon such declaration, eligible administrative employees currently within the classification shall be notified by registered mail of the critical shortage. Past service within an area identified as a critical shortage area will only be considered when the applicant has maintained continuous service within the area now deemed a critical shortage administrative service area. There shall be no expectation of continued service at their current work location unless that service is in the best interest of the EBPRSS nor shall there be any expectation of continued employment beyond the initial year of employment. Subsequent employment must be expressly approved by the Board through an annual appointment process.

Employees who wish to be considered for rehire shall notify the Superintendent or his/her designee of their intention for consideration prior to the last day of regular student contact in the notification year. Requests for rehire will be reviewed and acted upon in the order of their receipt. All requests will be date and time stamped upon receipt in the Superintendent's office. In the event that two applications are processed on the same date and time, the applicant's date of appointment in the EBRPSS will be the tie breaker with the most senior applicant to the position gaining the advantage in consideration.

The Superintendent or his/her designee will convene members of the leadership team as necessary to consider the applicants for positions vacant or about to be vacated. The Superintendent or his/her designee will consider the applicant's tenure with the district, their most current performance evaluation, the needs of the system, and the applicant's overall service to the system. The considered employee shall provide such evidence of leadership roles via vitae or resume.

The successful applicant may maintain their immediate past salary for the first year of substituting employment if rehired in the exact same position and retirement benefits have been suspended for the 12 month period according to the retirement System's Return to Work regulations. After the 12 month period, the employee is eligible to begin receiving retirement benefits, the salary shall be calculated as that of a new hire to the position. A return to work retiree that has been retired for a year or more or is receiving retirement benefits, will receive a salary that will be calculated as that of a new hire to the position, giving consideration for years of experience.

Return to work retiree will lose all tenure and seniority in our school system. They will gain increases only as they accrue to other employees with similar duties and responsibilities. All other benefits, such as sick leave and vacation leave will accrue as any other new hire within the classification. No sick leave or vacation leave shall be carried forward at the time of rehire.