

STATE OF LOUISIANA  
DEPARTMENT OF STATE CIVIL SERVICE  
BATON ROUGE, LOUISIANA

March 22, 2007

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General Circular No. 001688

To: Heads of State Agencies and Human Resource Directors

Subject: Employment Database for Retired State Employees

Issue Date: March 22, 2007

The Department of State Civil Service, in conjunction with the Louisiana State Employees' Retirement System (LASERS) and the Retired State Employees Association (RSEA), is developing a statewide database in order to provide agencies with the names of retirees who may be interested in returning to the workforce after their retirement. Re-hiring retired employees can afford agencies a valuable resource in these times when so many agencies are losing experienced employees who have chosen to retire for a wide variety of reasons.

The purpose of this database is to provide a list of names of retirees who have expressed an interest in employment. Agencies can use this contact information to determine if an employee is available to meet a current need and if they wish to be considered or interviewed for a particular assignment. Completing the application or having one's name in the database does not establish any eligibility requirements.

The Civil Service rules allow, and some agencies currently utilize, various methods of rehiring employees. All of these methods will continue to be available to you and use of the database will not replace your current hiring procedures in any way. If you are re-hiring a retiree to perform seasonal, intermittent or part-time work, you may find that an unclassified position would best serve your needs. Authority for an unclassified position must be approved by the Director of Civil Service under the provisions of Rule 4.1(d)1 prior to hiring the employee. If you wish to use an unclassified position for this purpose, please contact your Assistance

Coordinator in the Program Assistance Division at (225) 342-8274 and they will walk you through the very simple process needed to obtain the required authority.

Retirees are subject to some limitation when accepting re-employment with a state agency. Disability retirees are not eligible. Early retirees must contact the Human Resources office from which they retired to determine their eligibility. Eligible retirees, under the laws which apply to LASERS members, will be required to complete Form 10-02 *Re-employment of Retiree*. The option selected at the time of reemployment is irrevocable for the duration of that re-employment. The option may not be changed unless the employee terminates and is later rehired. The Human Resources office will be responsible for making sure that limitations are explained to anyone they are considering offering a position.

LASERS will include information regarding this database in future retiree packets. The information will be provided through the Retired State Employees Association, published in the spring edition of the "LASERS BEAM", and will appear on LASERS website. There will also be other formal announcements by LASERS representatives throughout the State.

We hope this database will prove to be a valuable resource of experienced and knowledgeable employees that will enhance the ability of your agency in providing high quality services to the citizens of our state. We will notify you by our normal e-mail process when the database is available for your use. If you have questions, you may contact Rainette Stephens or Genie Silva at (225) 342-8536.

Sincerely,

s/Anne S. Soileau  
Director

Attachment

Enclosed below for your information is the letter and application retirees will receive to promote this effort.

March 5, 2007

Dear Retiree:

As a retiree from state government, you have experience which could be invaluable. If you are interested in learning about temporary rehire opportunities, please complete the enclosed form and return it to the Department of Civil Service. Civil Service will create a data base of retirees interested in rehire opportunities so that state agencies may tap this valuable resource.

As a retiree, you are subject to some limitations if you accept re-employment with a state agency. If you are a disability retiree, you are not eligible for this initiative. If you took early retirement, you must contact your Human Resources office to determine your eligibility. If you are eligible, under the laws which apply to LASERS members, you will be asked to choose one of the following options:

- **Option 1-** Your earnings as a rehired retiree may not exceed 50% of your annual retirement benefit for a fiscal year. You are responsible for monitoring this earnings limitation. If your actual earnings exceed the limit, your retirement benefit will be reduced by the amount of the excess.
- **Option 2-** You repay all retirement benefits received since your retirement plus interest calculated at an actuarial rate and regain membership in LASERS. (Note: Many retirees find this option too expensive to choose. No contributions can be made on the earnings from reemployment until all retirement benefits and interest are repaid. Also, the option selection is irrevocable as long as reemployment continues.) This option is not available if you took early retirement or participated in the Deferred Retirement Option Plan (DROP) or the Initial Benefit Option (IBO).
- **Option 3-** You suspend collecting your retirement benefits and again become a contributing member of LASERS. There is no limit on your earnings as a rehired retiree under this option. Upon subsequent retirement, your benefit will be resumed. If you work for at least 36 months, you will receive a supplemental retirement benefit. If you work for less than 36 months, your employee contributions during the period of rehire will be refunded at the termination of your reemployment.

When you return to work with a state agency, you will be required to complete Form 10-02 *Re-employment of Retiree*. The option selected at the time of reemployment is irrevocable for the duration of that reemployment. The option may not be changed unless you terminate employment and are later rehired. You may speak to a LASERS retirement benefits analyst at (225) 922-0600 (Baton Rouge area) or 1-800-256-3000 (statewide) for assistance in choosing the Option which works best for you. You may speak with a Civil Service representative at 1-866-783-5462 for questions concerning the Employment Application for Retired State Employees.

Sincerely,

Anne Soileau  
Director

**State of Louisiana  
Department of State Civil Service  
Employment Application for Retired State Employees**

If interested in being considered for temporary, seasonal, part-time or intermittent employment, please submit this form to the Department of Civil Service, P.O. Box 94111, Capitol Station, Baton Rouge, Louisiana 70804-9111 or fax it to (225) 342-2386.

The information provided will be entered into a database and made available to Human Resources personnel seeking to rehire former state employees who wish to return or remain in the workforce.

First Name	Middle	Last	Home Phone: (    ) _____ - _____
			Cell/Alternate Phone: (    ) _____ - _____
Mailing Address	City	State	Zip
			*Retirement Date: ____ / ____ / ____
			Last Job Title Held:
E-mail Address:			

\* Disability retirees are not eligible. Retirees who took early retirement must contact their Human Resources office to determine eligibility.

<b>Work Location</b> - I am available to work in the following parishes (include at least one but no more than five parishes):
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**Work Schedule Availability**

Maximum Days per week:       1 Day       2 Days       3 - 5 Days

**Areas of Interest** (Select at least 1 but not more than 3)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Clerical<br><input type="checkbox"/> Purchasing, Supply and Sales<br><input type="checkbox"/> Accounting and Auditing<br><input type="checkbox"/> Human Resources<br><input type="checkbox"/> Information Technology<br><input type="checkbox"/> Training and Education<br><input type="checkbox"/> Social and Mental Health | <input type="checkbox"/> Medical<br><input type="checkbox"/> Engineering<br><input type="checkbox"/> Agricultural Regulation<br><input type="checkbox"/> Law Enforcement<br><input type="checkbox"/> Custodial and Grounds<br><input type="checkbox"/> Food Services<br><input type="checkbox"/> Labor, Maintenance, Trades | <input type="checkbox"/> Natural Resources Regulation<br><input type="checkbox"/> Correctional Security<br><input type="checkbox"/> Legal<br><input type="checkbox"/> General Administrative<br><input type="checkbox"/> Other – list in comments block below |
|---|---|---|

**Licensure or Certification** (please check where applicable)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> RN License<br><input type="checkbox"/> Engineering License<br><input type="checkbox"/> CPA | <input type="checkbox"/> BCSW<br><input type="checkbox"/> GSW<br><input type="checkbox"/> Other (List in comments) | <input type="checkbox"/> POST Certification<br><input type="checkbox"/> Teacher Certification |
|---|--|---|

<b>Comments</b> (please use this section to list any additional licenses, skills, interests, or other comments):

I understand as a retiree, my earnings are subject to limitations. If eligible and employed, I will choose one of the three Options which will apply to LASERS members, and will complete Form 10-02 "Re-employment of Retiree" upon re-employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please contact the Department of State Civil Service  
regarding any changes in contact information or availability at (225) 342-8536**