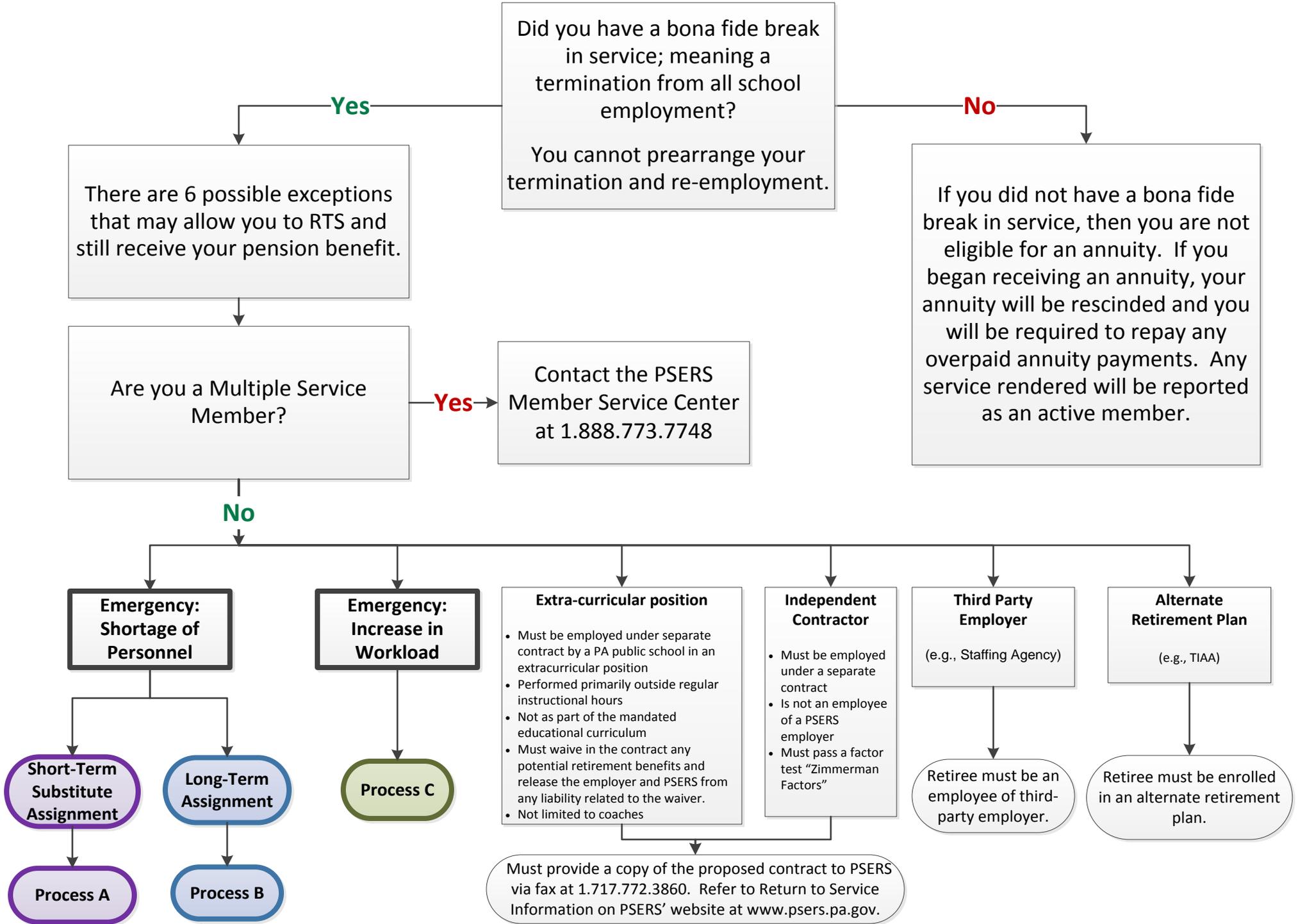


Return to Service (RTS) Guidance

PASBO Conference March 2017



**Emergency:
Shortage of Personnel –
Short-Term Substitute Assignment**

“Process A”

Definition – “Short-term substitute assignment” means an assignment that is not to extend longer than one week. If the short-term substitute assignment extends beyond one week, then you must use the long-term assignment-Process B.

To apply for a School Year Approval to use PSERS retirees - If a school employer has an ongoing need for short-term substitutes throughout the current school year, the school employer can submit a letter to PSERS to request a general approval that will apply to all PSERS retirees who will work as short-term substitutes throughout that school year.

The letter submitted to PSERS should:

1. Confirm that the school employer has a **substitute list** that distinguishes between PSERS retirees and those who are not.
2. Confirm the school employer has a **defined notification procedure** in place that first notifies those who are not PSERS retirees about the available position. Only after the list of those who are not PSERS retirees is exhausted, and someone who is not a PSERS retiree is not available, may a school employer use a PSERS retiree for the short-term substitute position.
3. PSERS will provide the school employer with a written approval that they may provide a copy to any PSERS retiree serving as a short-term substitute during the year noted in the school year approval.

**Emergency:
Shortage of Personnel –
Long-Term Assignment**

“Process B”

Definition – “Long-term assignment” means an assignment that is longer than one week. You may not use the “school year approval” for a long-term assignment.

To verify the use of a PSERS retiree in a long-term assignment: If a school employer has an immediate need for a long-term assignment, and someone who is not a PSERS retiree is not available, and the school employer would like to use a PSERS retiree, the school employer should provide a written detailed explanation of the situation to PSERS.

The written explanation should address the following:

1. How and when did the position become vacant?
2. What steps is the district taking to hire an employee who is not a PSERS retiree?

Once PSERS has the necessary information, we will make a determination on the request.

**Emergency:
Increase in Workload**

“Process C”

Definition - An emergency in workload is an emergency that increases the workload creating a serious impairment of service to the public. The emergency must be unexpected and unforeseen. The increase in workload must be temporary and above and beyond normal responsibilities of any existing position. A recent retirement of an employee will not generally qualify as an ‘emergency that creates an increase in the workload’ because the normal workload stays the same; what changes is who is available to perform the work.

To verify the use of a PSERS retiree due to an emergency increase in workload: The school employer should make a written request to PSERS.

The written request should address the following:

1. Describe the nature of the situation that created the increase in workload.
2. Explain in detail why the increase in duties cannot be performed by existing staff.
3. How long do you expect the workload to be at an increased level?

Once PSERS has the necessary information, we will make a determination on the request.