

[Date]

Public School Employees' Retirement System
Administrative Determinations
5 North 5th Street
Harrisburg, PA 17101

**Re: Employing PSERS Retirees as Short-
Term Substitutes**
Employer # _____

Dear Administrator:

[School District] is in need of short-term substitutes for the [school year] school year and requests PSERS' approval to employ PSERS retirees due to a shortage of personnel throughout said school year as needed. In support of [School District's] request, the [School District] certifies as follows:

1. [School District] maintains a current substitute list that distinguishes between those who are PSERS retirees and those who are not.
2. [School District] confirms that when the need for a short-term substitute assignment arises, it will first notify and exhaust a candidate pool of those who are not a PSERS retiree and will not employ a PSERS retiree unless someone who is not a PSERS retiree is not available or does not accept the assignment within a reasonable period of time.
3. *Use if desired by the district:* [School District] accomplishes the above by [insert a high-level explanation of the system or process used to notify and select substitutes in advance and the morning of available assignments. For example, perhaps the school district first uses a third party employer as its means to fill an assignment and then, if that vendor is not successful, the school district would seek a PSERS retiree to fill the assignment. Another example may be that the school district uses Aesop to make the assignments available only to a non-PSERS retiree for a certain period of time before making the assignment available to those who are a PSERS retiree].
4. [School District] acknowledges that PSERS understands "short-term substitute assignment" to mean an assignment that is not to extend longer than one week.
5. If a short-term substitute assignment is expected to extend beyond one week, then [School District] acknowledges that PSERS' approval of this request is not applicable to such assignment and that the district will submit a separate request for approval from PSERS to employ the individual PSERS retiree for such long-term substitute assignment.
6. [School District] will make available to any PSERS retiree who will be employed in a short-term substitute assignment a copy of this request and PSERS' response.

[Signature]