

Alaska Legislative Report

Results of the Retiree Return Program enacted by
House Bill 161 in 2005 on

The Public Employees'
and
Teachers' Retirement System



Submitted by
State of Alaska
Department of Administration
Division of Retirement and Benefits
Division of Personnel
January 29, 2008

STATE OF ALASKA

DEPARTMENT OF ADMINISTRATION

ANNETTE KREITZER, COMMISSIONER

SARAH PALIN, GOVERNOR

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January 29, 2008

The Honorable Lyda Green
Senate President
The Honorable John Harris
House Speaker
25th Alaska State Legislature
State Capitol
Juneau, Alaska 99801-1182

Dear Madam President and Mr. Speaker:

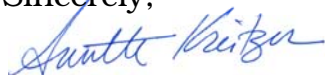
In 2005, the Twenty-Fourth Legislature enacted House Bill 161 relating to reemployment of retired members of the Teachers' (TRS) and Public Employees' Retirement Systems (PERS) to address a shortage of qualified applicants for teaching and public employment throughout the State of Alaska. Section 12 of this legislation will repeal the Retiree Return Program effective July 1, 2009, unless extended by the Legislature.

In accordance with Section 13 of this legislation, the Department of Administration has prepared this report on the effect of this Act, as amended, on the retirement systems. This report is divided into two separate sections as outlined below:

- Section 1 includes information from the Division of Retirement and Benefits collected from the PERS and TRS employers and retirees participating in HB 161.
- Section 2 includes information from the Division of Personnel regarding the efforts by the State of Alaska to address recruitment difficulties experienced by the executive branch in specific job classes.

Please let me know if you have any questions about this report.

Sincerely,



Annette Kreitzer

Section 1

Division of Retirement and Benefits

HB 161 Background

Section 1 of this report was prepared by the Division of Retirement and Benefits. It includes information collected from the PERS and TRS employers and retirees participating in HB 161.

HB 161 was introduced April 5, 2005. This legislation allows the rehire of certain PERS and TRS employees who retired with a normal retirement. These rehires can continue to receive normal retirement benefits by waiving further participation in the retirement systems. During the period of reemployment, no contributions to PERS and TRS are required from the employee. HB 161 addressed concerns regarding the affect on rehiring retirees under this program on the funding of the retirement systems by requiring employers to make contributions toward their unfunded liability for each rehired retiree. Retirees that are rehired in a full time position, are also required to enroll in the employer's active health insurance plan. Retirees hired in full time positions under HB 161 have their retirement health insurance benefits suspended while reemployed. Prior to the passage of this legislation members who retired and then reemployed in a PERS or TRS participating position would have their retirement benefit stopped during the period of reemployment. The member would accrue an additional pension benefit for the second period of employment.

Reporting

This report comprises a summary of the waiver activity for the Retiree Return program under HB 161 from January 1, 2007 to the last reporting period, December 31, 2007 for both the TRS and the PERS.

The information provided regarding participating employers for both the TRS and the PERS and the knowledge transfer plans received are a summary activity since the Retiree Return program became effective on July 1, 2005.

TRS Results

Since July 1, 2005, 31 out of 58 or (53.4%) of TRS employers have participated in the program. For the period July 1, 2007, through December 31, 2007, 91 retirees were actively working under a waiver filed with the Division of Retirement and Benefits. As of December 31, 2007, 24 out of 31 or 77% of participating TRS employers have submitted a knowledge transfer plan. The largest number of returned retirees were those who had been retired for over 36 months. The second largest number of returned retirees were those who had been retired for 24-36 months. The largest number of positions rehired was general teachers with the second highest being Special Education teachers.

Additional information regarding the employers that have participated in the program and how they have participated is included in the statistical section of this report.

PERS Results

Since July 1, 2005, 29 out of 160 or (18%) of PERS employers have participated in the program. For the period July 1, 2007, through December 31, 2007, 70 retirees were actively working under a waiver filed with the Division of Retirement and Benefits. As of December 31, 2007, 23 out of 29 or 79% of participating employers have submitted a knowledge transfer plan.

The largest number of retirees rehired over 36 months from their termination and retirement. The second largest number of returned retirees were those who had been retired for 24-36 months. Positions filled with rehired retirees were varied.

Additional information regarding the PERS employers that have participated in the program and detailed information regarding the type of positions rehired is included in the statistical section of this report.

Financial Impact on the PERS and TRS Systems

HB 161 requires employers to make payments of employer contributions sufficient to cover any unfunded liability created by the program. A copy of the rates are included in this report. Retirees who rehire under HB 161 in a full time position have their retiree medical benefits suspended for the period of reemployment.

Summary of Retiree Rehire Program - PERS (HB 161)

The following information summarizes the activity reported by employers to the Division of Retirement and Benefits from January 1, 2007 through December 31, 2007.

Total number of PERS employers	160
Total number of PERS employers participating in HB 161	29*
Percentage of total PERS employers participating in HB 161	18%
Total number of PERS retirees actively working under a waiver during 2007	70
Total number of employers submitting a knowledge transfer plan	23**

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- *Once an employer has submitted a resolution and policy to participate in the Retiree Rehire Program, the resolution is valid for the job class until the program sunsets on June 30, 2009. Not all of these employers had rehired retirees during 2007.
 - ** The State of Alaska is not required to submit a knowledge transfer plan and is not included in this total.

Job Classes Rehired Under PERS HB 161

Job Class	Employer Name
ADMINISTRATIVE ASSISTANT I	STATE OF ALASKA
ADMINISTRATIVE ASST III	STATE OF ALASKA
ADMINISTRATIVE MANAGER IV	STATE OF ALASKA
ADMINISTRATIVE SERVICES DIRECTOR	STATE OF ALASKA
AIRPORT LAW ENFORCEMENT SUPERVISOR	KETCHIKAN GATEWAY BOROUGH
ANALYST PROGRAMMER IV	STATE OF ALASKA
ASSISTANT ATTORNEY GENERAL	STATE OF ALASKA
ASSISTANT CMS PROJECT MANAGER	STATE OF ALASKA
ASSISTANT COMMISSIONER (2)	STATE OF ALASKA
ASSOCIATE COORDINATOR	STATE OF ALASKA
ASST SUPERVISOR/BUSINESS SERVICES	BERING STRAIT SD
ATTORNEY V	STATE OF ALASKA
ATTORNEY VI	STATE OF ALASKA
BIOMETRICIAN III (2)	STATE OF ALASKA
CHILDREN SERVICES SPECIALIST II	STATE OF ALASKA
COMM FISHERIES ENTRY COMMISSION CHAIRMAN	STATE OF ALASKA
CORRECTIONAL SUPERINTENDENT I	STATE OF ALASKA
CRIMINAL JUSTICE PLANNER	STATE OF ALASKA
DEPUTY ATTORNEY GENERAL	STATE OF ALASKA
DEPUTY CLERK III (2)	STATE OF ALASKA
DEPUTY CLERK IV	STATE OF ALASKA
DEPUTY COMMISSIONER (3)	STATE OF ALASKA
DIRECTOR (3)	STATE OF ALASKA
ECONOMIST III	STATE OF ALASKA
ENGINEER I	STATE OF ALASKA
ENGINEER IV	STATE OF ALASKA
ENGINEERING ASSOCIATE (2)	STATE OF ALASKA
EXECUTIVE ADMINISTRATOR	STATE OF ALASKA
EXECUTIVE SECRETARY/SYSTEM COORDINATOR	STATE OF ALASKA
FACILITIES MANAGER	STATE OF ALASKA
FIRE CHIEF	KETCHIKAN GATEWAY BOROUGH
FISHERIES SCIENTIST	STATE OF ALASKA
FISHERY BIOLOGIST III (3)	STATE OF ALASKA
FISHERY BIOLOGIST IV (2)	STATE OF ALASKA
GENERAL MAINTENANCE, JOURNEY	STATE OF ALASKA
ITINERANT FOOD SERVICE	BERING STRAIT SD
LANGUAGE TEACHER	ANCHORAGE SD
LIEUTENANT	CITY OF FAIRBANKS
MAINT SPECIALIST BFC FOREMAN	STATE OF ALASKA
MAINTENANCE	ALEUTIAN REGION SD
MAINTENANCE DIRECTOR	IDITAROD AREA SD
MENTAL HEALTH CLINICIAN III	STATE OF ALASKA

PERSONNEL COORDINATOR	KETCHIKAN GATEWAY BOROUGH SD
POLICE OFFICER	CITY OF HOMER
POLICE OFFICER	KETCHIKAN GATEWAY BOROUGH
PROJECT MANAGER	FAIRBANKS NORTH STAR BOROUGH
QUALITY ASSURANCE COORDINATOR	BARTLETT REGIONAL HOSPITAL
REGIONAL SUPERVISOR	STATE OF ALASKA
RURAL COURT TRAINING ASST.	STATE OF ALASKA
SAFETY AND SECURITY COORDINATOR	MATANUSKA-SUSITNA BOROUGH SD
SPECIAL ED PARAEDUCATOR	JUNEAU BOROUGH SD
SPECIAL EDUCATION AIDE	BRISTOL BAY BOROUGH SD
SPECIAL PROJECTS COORDINATOR	STATE OF ALASKA
STATE TROOPER (2)	STATE OF ALASKA
STUDENT SERVICES DIRECTOR	CITY OF PALMER
SUPERVISOR BLDG/GROUNDS	KETCHIKAN GATEWAY BOROUGH SD
TLINGIT TEACHER	ANCHORAGE SD
VESSEL SUPERVISOR	STATE OF ALASKA

**Detail of number of Retirees participating in HB 161 between
January 1, 2007 and December 31, 2007 by Each Participating
PERS Employer**

Employer	Number of Waivers
STATE OF ALASKA	51
BERING STRAIT SD	2
JUNEAU BOROUGH SD	1
MATANUSKA-SUSITNA BOROUGH SD	1
ANCHORAGE SD	2
FAIRBANKS NORTH STAR BOROUGH	1
KETCHIKAN GATEWAY BOROUGH	3
IDITAROD AREA SD	1
CITY OF FAIRBANKS	1
CITY OF PALMER	1
ALEUTIAN REGION SD	1
KETCHIKAN GATEWAY BOROUGH SD	2
BRISTOL BAY BOROUGH SD	1
CITY OF HOMER	1
BARTLETT REGIONAL HOSPITAL	1
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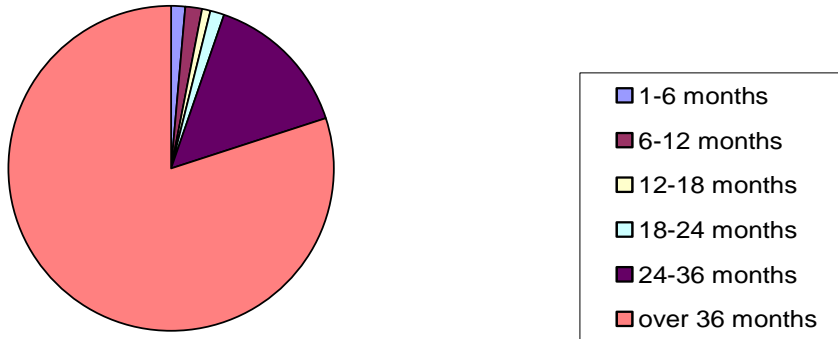
PERS Rehired Retiree Employer Rates For Fiscal Year 2009

Employer Name	(Percentage) Employer Rate for FY 2009	Less: Consolidate d Rate	Past Service Employer Rate for FY 2009
Alaska, State of	47.98	13.72	25.11
Alaska, State of—Police and Fire members	45.70	13.72	23.58
Bering Strait SD	28.95	13.72	11.09
Juneau Borough SD	44.17	13.72	22.29
Matanuska-Susitna Borough SD	44.87	13.72	16.90
Anchorage SD	43.06	13.72	21.49
Fairbanks North Star Borough	33.90	13.72	14.77
Ketchikan Gateway Borough	33.29	13.72	14.41
Iditarod Area SD	32.19	13.72	13.62
Fairbanks, City of	185.74	13.72	126.43
Palmer, City of	40.47	13.72	19.62
Aleutian Region SD	13.72	13.72	0.00
Ketchikan Gateway Borough SD	38.94	13.72	18.45
Bristol Bay Borough SD	44.99	13.72	23.01
Homer, City of	38.22	13.72	17.96
Bartlett Regional Hospital	24.97	13.72	8.19

Note: Above employer rates listed are only for employers that had a rehired retiree in 2007.

Number of Months Retired Rehired under HB 161 for participating PERS employers

PERS Months Between Retirement and Return to Work



Employer	No. of Months Retired Before Rehire
State of Alaska	
14	1-6 months
3	6-12 month
1	12-18 months
1	18-24 months
10	24-36 months
21	Over 36 months
Bering Straight School District	
1	1-6 months
1	Over 36 months
Bartlett Regional Hospital -1	10 months
Bristol Bay Borough School District -1	38 months
Juneau Borough School District -1	57 months
Mat-Su Borough School District -1	19 months
Anchorage School District -1	92 months/103 months
Fairbanks North Star Borough -1	6 months
Ketchikan Gateway Borough	
1	24-36 months
2	Over 36 months
Ketchikan Gateway Borough School District	
1	6-12 months
1	24-36 months
Iditarod Area School District – 1	29 months
City of Fairbanks – 1	67 months
City of Homer -1	102 months
City of Palmer -1	62 months
Aleutian Region School District -1	61 months

Summary of Retiree Rehire Program - TRS (HB 161)

The following information summarizes the activity reported by employers to the Division of Retirement and Benefits from January 1, 2007 through December 31, 2007.

Total number of TRS employers	58
Total number of TRS employers participating in HB 161	31*
Percentage of total TRS employers participating in HB 161	53.4%
Total number of TRS retirees actively working under a waiver during 2007	91
Total number of employers submitting a knowledge transfer plan	24

* Once an employer has submitted a resolution and policy to participate in the Retiree Rehire Program, the resolution is valid for the job class until the program sunsets on June 30, 2009.

Job Classes Rehired Under TRS HB 161

ASSISTANT SUPERINTENDENT/DIR OF PERSONEL	BERING STRAIT SD
COUNSELOR	LOWER KUSKOKWIM SD
CURRICULUM DIRECTOR	DENALI BOROUGH SD
DIRECTOR (4)	BERING STRAIT SD
EDUCATION SPECIALIST (2)	LOWER KUSKOKWIM SD
ELEMENTARY LIBRARIAN	KETCHIKAN GATEWAY BOROUGH SD
ENGLISH TEACHER	KETCHIKAN GATEWAY BOROUGH SD
EXECUTIVE DIRECTOR	SPECIAL EDUCATION SERVICE AGENCY
HEALTHY LIFESTYLE SPECIALIST	NORTHWEST ARCTIC BOROUGH SD
LIBRARIAN	ANCHORAGE SD
MATH/SCIENCE TEACHER	DENALI BOROUGH SD
PRINCIPAL	BERING STRAIT SD
PRINCIPAL	KETCHIKAN GATEWAY BOROUGH SD
PRINCIPAL	IDITAROD AREA SD
PSYCHOLOGIST (2)	ANCHORAGE SD
RESOURCE SPECIALIST	MATANUSKA-SUSITNA BOROUGH SD
SEC CLSRM TEACHER	ANCHORAGE SD
SECONDARY PRINCIPAL	ANNETTE ISLAND SD
SITE ADMINISTRATOR (3)	LOWER KUSKOKWIM SD
SPANISH TEACHER	ANCHORAGE SD
SPECIAL EDUCATION TEACHER (12)	ANCHORAGE SD
SPECIAL EDUCATION TEACHER	DILLINGHAM CITY SD
SPECIAL EDUCATION TEACHER	JUNEAU BOROUGH SD
SPECIAL EDUCATION TEACHER	LOWER KUSKOKWIM SD
SPECIAL EDUCATION TEACHER	LOWER YUKON SD
SPECIAL EDUCATION TEACHER	WRANGELL PUBLIC SD
SPEECH LANGUAGE PATHOLOGIST (4)	ANCHORAGE SD
STUDENT PSYCHOLOGIST	ANCHORAGE SD
STUDENT SERVICES DIRECTOR	JUNEAU BOROUGH SD
SUPERINTENDENT	BERING STRAIT SD
SUPERINTENDENT	COPPER RIVER SD
SUPERINTENDENT	HOONAH CITY SD
SUPERINTENDENT	LOWER KUSKOKWIM SD
SUPERINTENDENT	VALDEZ CITY SD
SUPERINTENDENT	SOUTHEAST ISLAND SD

TEACHER	ANCHORAGE SD
TEACHER	BERING STRAIT SD
TEACHER	CHATHAM SD
TEACHER	KETCHIKAN GATEWAY BOROUGH SD
TEACHER (26)	LOWER KUSKOKWIM SD
TEACHER (2)	MATANUSKA-SUSITNA BOROUGH SD
TEACHER	PELICAN CITY SD
TEACHER, VOCATIONAL EDUCATION	LOWER KUSKOKWIM SD
TEACHER, VOCATIONAL EDUCATION	KLAWOCK CITY SD

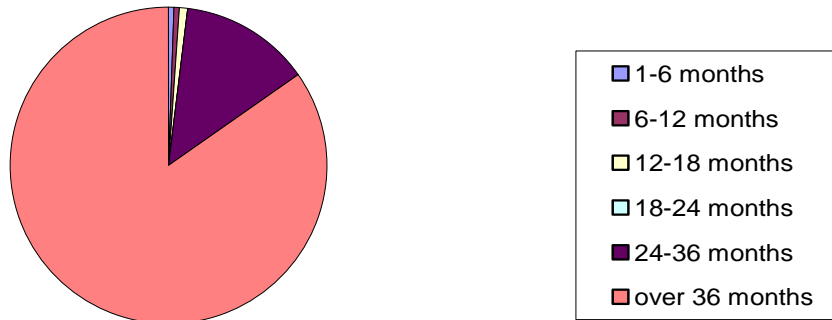
**Detail of number of Retirees participating in HB 161 between
January 1, 2007 and December 31, 2007 by Each Participating
TRS Employer**

Employer	No. of Waivers
ANCHORAGE SCHOOL DISTRICT	23
ANNETTE ISLAND SCHOOL DISTRICT	1
BERING STRAIT SCHOOL DISTRICT	7
CHATHAM SCHOOL DISTRICT	1
COPPER RIVER SCHOOL DISTRICT	1
DENALI SCHOOL DISTRICT	2
DILLINGHAM SCHOOL DISTRICT	1
HOONAH SCHOOL DISTRICT	1
IDITAROD AREA SCHOOL DISTRICT	1
JUNEAU BOROUGH SCHOOL DISTRICT	2
KETCHIKAN GATEWAY SCHOOL DISTRICT	4
KLAWOCK CITY SCHOOL DISTRICT	1
LOWER KUSKOKWIM SCHOOL DISTRICT	36
LOWER YUKON SCHOOL DISTRICT	1
MAT-SU BOROUGH SCHOOL DISTRICT	3
NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT	1
PELICAN CITY SCHOOL DISTRICT	1
SOUTHEAST ISLAND SCHOOL DISTRICT	1
SPECIAL EDUCATION SERVICE AGENCY	1
VALDEZ CITY SCHOOL DISTRICT	1
WRANGELL PUBLIC SCHOOL DISTRICT	1
	<hr/> 91

TRS Rehired Retiree Employer Rate for Fiscal Year 2009 is 34.80%

Number of Months Retired Before Rehired under HB 161 for participating TRS employers

TRS Months Between Retirement and Return to Work



Employer	No. of Months Retired Before Rehire
ANCHORAGE SD	
1	6-12months
1	24-36 months
21	Over 36 months
ANNETTE ISLAND SD - 1	60 months
BERING STRAIT SD	
6	24-36 months
1	Over 36 months
CHATHAM SD – 1	75 months
COPPER RIVER SD -1	61 months
DENALI BOROUGH SD	
1	12-18 months
1	Over 36 months
DILLINGHAM CITY SD -1	13 months
HOONAH CITY SD -1	54 months
IDITAROD AREA SD -1	91 months
JUNEAU BOROUGH SD	
1	13 months
1	74 months
KETCHIKAN GATEWAY BOROUGH SD	
*1	0 months
3	1-6 months
KLAWOCK CITY SD -1	68 months
LOWER KUSKOKWIM SD	
7	1-6 months
1	6-12 months
9	12-24 months
19	Over 36 months
LOWER YUKON SD -1	74 months
MAT-SU BOROUGH SD	
2	24-36 months
1	Over 36 months

NORTHWEST ARCTIC BOROUGH SD -1	98 months
PELICAN CITY SD -1	150 months
SOUTHEAST ISLAND SD -1	26 months
SPECIAL EDUCATION SERVICE AGENCY -1	1 month
VALDEZ CITY SD -1	36 months
WRANGELL PUBLIC SD -1	26 months

* Legislation does not require a 30 break from termination prior to rehire for TRS.

Section 2

Division of Personnel

Division of Personnel – Retiree Rehire, HB161 Report

Section 2 of this legislative report was prepared by the Division of Personnel & Labor Relations. This section of the report is focused on the State of Alaska as the largest employer in the PERS system. It includes information on program activity and the efforts of the executive branch to address the recruitment difficulties in job classes in which retired members have been rehired.

House Bill (HB) 161 went into effect on July 1, 2005 and established three sunset dates for re-employed retirees, based upon the date of rehire. In extending the sunset dates of the retiree rehire program, the legislature intended to allow public employers the ability to continue to use this management tool while developing plans to address the knowledge, skills, and abilities that needed to be transferred or developed to assure work can be accomplished when HB 161 sunsets on July, 1, 2009.

The first of three sunset dates established under HB 161 applied to retirees re-employed on or after November 3, 2004 and was reported in the legislative report dated January 31, 2006.

The second sunset date established under HB 161 applied to retirees re-employed before November 3, 2004. This group of retirees was required to make a decision regarding continued employment by December 31, 2006 and was reported in the legislative report dated February 14, 2007.

The third sunset date established by HB 161 applies to retirees re-employed on or after July 1, 2005. This group of retirees is eligible to remain employed under a PERS waiver through June 30, 2009. The table below denotes the number of retirees currently employed in the executive branch by agency.

Department*	DCCED	DMVA	DOC	EED	F&G	H&SS	Law	DPS	DOT/PF
Classified	0	0	2	1	10	2	0	2	4
Exempt/Partially Exempt	1	1	2	0	1	0	3	1	3

***The following departments do not currently employ retirees: Administration, Revenue, Labor & Workforce Development, Natural Resources, and Environmental Conservation**

To ensure consistent application of the retiree rehire program as intended by the legislature and compliance with HB 161, the Department of Administration issued a Retiree Rehire Policy (Addendum A) which replaced Administrative Order 225. As with the Administrative Order, the Retiree Rehire Policy placed “side boards” on this program by providing certain criteria that must be met prior to the appointment of a retiree to a position within the classified service.

To make the most effective use of the retiree return program as a management tool, HB 161 requires the hiring authority to work with the Division of Personnel & Labor Relations to develop a plan that addresses efforts to reduce the recruitment difficulties in job classes in which retirees have been hired. The development plan addresses:

- the critical components of the position;
- the knowledge, skills, and abilities that need to be developed in the workplace to assure that the work can be accomplished when the rehired retiree leaves state service; and
- a development plan for accomplishing the transfer of knowledge.

The Division of Personnel & Labor Relations offers a presentation on developing knowledge transfer plans. The presentation addresses identifying the critical components of the job, the knowledge, skills and abilities required to perform the critical components of the job, conducting a skill gap analysis, and finally, developing the knowledge transfer plan. A knowledge transfer plan can be as simple as developing a desk manual for less complex positions, or as detailed as an intensive training program. The Division's Management Services Section is available to provide guidance throughout the process.

To date, the Director of the Division of Personnel & Labor Relations has received and approved knowledge transfer plans for 15 of the 21 classified positions filled by an employee working under a PERS waiver in the retiree/return program. One position has received a waiver from the development of a plan due to the uniqueness of the position and the remaining five have been notified of the requirement to complete.

In an effort to address issues concerning recruitment and retention Governor Palin signed Administrative Order 237 on August 24, 2007. This Administrative Order established an Executive Branch Working Group comprised of six Commissioners and the Director of the Office of Management and Budget to make recommendations regarding recruitment and retention of state employees in the executive branch and efficiencies that the State of Alaska will need to make to address the smaller workforce available to it. The Executive Working Group has submitted recommendations to the Governor. Once finalized, these recommendations will be published and implementation will begin.

Additionally, based on feedback from applicants and hiring managers, the Division of Personnel & Labor Relations has implemented many enhancements to Workplace Alaska, the on-line recruitment system, conducted a statewide contest to "brand" the State of Alaska as an employer of choice, and will soon publish a Workforce Planning Guide for agency use.

The Division of Personnel & Labor Relations will continue to explore opportunities to increase retention and mitigate recruitment difficulties.

Attachment A

Memorandum

Department of Administration
Office of the Commissioner

To: All Commissioners

Date: September 11, 2006

From: Scott J. Nordstrand
Commissioner

Phone: 465-5671

Subject: Retiree Rehire Policy – HB 242 / 161

This memo is intended to respond to questions that have arisen regarding the guidelines for employees who were or are rehired in accordance with House Bills 242 and 161. You may be aware that the extension of HB 242 which was introduced last session as HB 161 (retiree return program) generated some angst with several legislators. In order to address the concerns raised by legislators so that agencies could continue to offer this program as a management tool, Governor Murkowski adopted Administrative Order 225 in March of 2005.

Administrative Order 225 acted to place "side boards" on this program by providing certain criteria that must be met with the appointment of rehired retirees to positions in the classified service under HB 242. However, with the sunset of HB 242 and the passage of HB 161, Administrative Order 225 is no longer operative. Therefore, to ensure consistent application of the retiree rehire program as intended by the legislature and compliance with HB 161, this memo has been hereby formalized into policy as outlined below.

A retiree who intends to seek a PERS waiver may be appointed to a position in the classified service if:

- an open competitive recruitment process is conducted for at least 30 days and results in an applicant pool of fewer than five qualified, eligible, and available applicants;
- all qualified, eligible and available applicants are considered;
- the hiring authority demonstrates why no other applicant will have the knowledge, skills, or ability to perform the duties of the position after serving the full probationary period; and
- the retiree has served a thirty-day separation with the PERS. If the employee currently is covered under HB 242, a second thirty-day separation will not be required if the employee is later appointed under HB 161. However, if the employee has not been rehired under HB 242 and has not served the initial thirty-day separation, a thirty-day separation will be required.

Approval to hire a retiree who intends to seek a PERS waiver must be secured in writing from the Director of the Division of Personnel prior to an offer of employment. Within 60 days after receipt of the Director's approval and acceptance of the position by the retiree, the hiring authority shall work with the Division of Personnel to develop a plan that addresses:

Attachment A

All Commissioners

- 2 -

September 11, 2006

- the critical components of the position;
- the knowledge, skills, and abilities that need to be developed in the workplace to assure that the work can be accomplished when the rehired retiree leaves state service; and
- a development plan for accomplishing the transfer of knowledge.

Completed plans shall be submitted to the Director of the Division of Personnel for approval.

Questions regarding this policy may be addressed to your department's Division of Personnel, Management Services Consultant. Additional information on the application of this policy and HB 161 is available on the Division of Personnel's website.

cc: Traci Carpenter, Director
Division of Retirement and Benefits

Administrative Services Directors

Division of Personnel Staff