Retiree Rehire Justification Process

Who fills it out?
Either the Appointing Authority or the Human Resource Consultant can complete the “Post Retirement Justification Memo.” Usually the HRC does the work and pastes in the “Justification for Request” text provided by the Appointing Authority or Manager.

Where does it go once it is completed?
Send the completed form to Ryan Hickman at Headquarters.

What does HQ do with this document?
- We research the retiree’s history and confirm that they are eligible to return in a retiree rehire position (have been separated for at least 30 calendar days, not employed elsewhere, etc.).
- We verify the hours that the retiree is eligible to work per calendar year before their pension benefit is terminated. (NOTE: Beginning January 1, 2012 all retirees in PERS Plans 1, 2, and 3 will be limited to 867 hours per calendar year per 2011 legislation.)
- We provide summary statements regarding the retiree rehire’s status to the HR Director and Executive Staff, and gather their approval signatures or denial statements.
- We route any approvals or denials back to the HR Consultant responsible for submitting the justification.
- We maintain the records for all retiree rehires and the positions they were approved to work in.

How long should this take?
Ideally, the review and signature gathering process should not require more than one work week, depending on the schedules and availability of both the HR Director and necessary Executive Staff.

Who do I contact if I have a question?
- Ryan Hickman (360)705-7052 or hickmar@wsdot.wa.gov