



## County of San Bernardino RETURNING RETIREE

After retiring, some SBCERA members may return to work for the County of San Bernardino only under limited circumstances. An eligible retiree who returns to work for the County must work less than 960 hours per fiscal year to continue receiving his/her retirement allowance. During this post-retirement employment, however, the member will not accrue any additional SBCERA pension benefits, nor will the member or the County pay retirement contributions for this service.

### REFERENCES

San Bernardino County Employees' Retirement Association (SBCERA) Retirement Plan

### FORMS REQUIRED

Returning Retiree  
Certification of Re-Employment of SBCERA Retiree  
All other forms listed on Returning Retiree Checklist

### MANDATORY FIELDS

All  
All

There are two forms that are required to be completed/fully executed before a retiree may return to work at the County. They are:

1. *Returning Retiree* form required by the County
2. *Certification of Re-Employment of SBCERA Retiree* form required by SBCERA.

Both completed forms should be forwarded to Employment-HR for processing. The Certification of Re-Employment form must be signed and approved by SBCERA before returning retirees commence employment. Payroll Specialists will be notified when the SBCERA approval is obtained (refer to the 'Payroll Specialist Responsibilities' section of these procedures).

### GENERAL INFORMATION

- SBCERA retired members must wait 180 days from their date of retirement before returning to work for San Bernardino County, except under the following conditions:
  1. If the employer can certify it is necessary to fill a critically needed position and the hiring has been approved by the Board of Supervisors in an open meeting on the discussion calendar;
  2. If the retiree retired as a public safety officer or firefighter, and is returning as a public safety officer or firefighter.

The exceptions do not apply if the retiree accepted a retirement incentive upon retirement.

- Retired members who received any unemployment insurance compensation resulting from prior public agency employment, must wait 12 months after unemployment benefits cease in order to become eligible for employment.
- Returning Retirees' rate of compensation may not be less than the minimum, nor exceed the maximum rate paid to other employees performing comparable duties.
- The employee will not work more than 960 hours in any fiscal year.
- On the Certification of Re-Employment form, the department must explain the limit or limits on the duration of the re-employment. If the term is over two years or there is no specific end date, further justification will be required.

- A new Certification of Re-Employment form is required by SBCERA every two years or whenever re-employment is extended beyond the original stated end date, whichever comes first.

### **EMPLOYEE RESPONSIBILITIES**

- Complete and sign the required forms

### **PAYROLL SPECIALIST RESPONSIBILITIES**

- Provide required forms to appointing authority or hiring manager
- Complete employer section on required forms
- Audit forms for completeness, includes signatures from appointing authority and Human Resources Officers as requested
- Forward the completed Certification of Re-Employment form and the Returning Retiree form to Employment-HR.
- Once the forms are approved by HR and SBCERA:
  - EBSD-HR will send the Certification of Re-Employment form to payroll specialist and HRO to confirm that returning retiree may commence employment and to EMACS-HR for keying.
  - Employment-HR will send the Returning Retiree form to EMACS-HR for keying and to the department HRO and payroll specialist.
  - SBCERA will send the returning retiree a copy of the Certification of Re-Employment for their records.
- Retain copy for department file