



Return-to-Work Checklist FOR EMPLOYERS

Refer to this checklist as you counsel employees getting ready to retire, if you are planning to hire a VRS retiree or if an employee who previously retired is retiring again. See also [Service Retirement Checklist](#) and [WTA Retirement Checklist](#).

✓ As You Counsel Pre-Retirees	
	Are you considering bringing an employee back to non-covered employment after retirement? Be aware that before an employee retires, you cannot arrange, verbally or in writing, to hire the employee in a non-covered position, as certified on the Application for Service Retirement (VRS-5) or the Application for Disability Retirement (VRS-6) .
	Counsel the employee about the possible consequences of returning to work on the subsequent retirement benefit, including the impacts that different types of employment may have. In addition, an employee's retirement benefit may be less after a second retirement. See Retirees Returning to Work on the VRS website.
	Inform the employee of notable return-to-work exceptions, such as those for school security officers and critical shortage bus drivers, teachers, principals, vice-principals and specialized student support personnel. See the Hazardous Duty FAQ , Hiring and Reporting School Resource Officers or School Security Officers job aid and the Service Retirement chapter of the Employer Manual for details.
	If an employee is applying for disability retirement, disability retirement benefits will end if the employee returns to a position that requires the same or similar duties as those the employee performed before disability retirement. This includes positions with non-VRS participating employers as well as non-covered positions with VRS-participating employers.
✓ Before Hiring Returning Retirees	
	If you are considering hiring a retiree in a covered position, remind the retiree that retirement benefits must stop if hired unless an applicable exception applies.
	If the retiree is returning to a non-covered position with the employer from which that person retired, the retiree must have a bona fide break in service. Note that the Commonwealth of Virginia, including all state agencies and public colleges and universities, is considered the same employer. School divisions and political subdivisions are separate employers.
	If you are hiring a retiree in a non-covered position, will the retiree be working on a part-time basis? Retirees cannot return to work in covered (classified) part-time state positions. Part-time employment typically requires less than 80 percent of the hours of a comparable full-time position.
	If the retiree will be working in more than one non-covered part-time position, the total number of hours must be 80% or less of the full-time equivalent position. If the retiree works in a non-covered part-time position with one employer and a non-covered part-time position with another employer, the total combined hours for both part-time positions cannot exceed 80% of the schedule for one full-time position.
	If you wish to temporarily appoint a retiree to an interim position while you are recruiting for a full-time employee, you must discuss the hire with your employer relationship manager . Interim appointments are evaluated on a case-by-case basis and generally cannot exceed six months.
	If a disability retiree will be returning to a position requiring the same or similar duties as those performed before disability retirement, disability retirement benefits will end, even if the retiree is returning to a non-covered position.
	Employers may be liable for benefit overpayments if they do not comply with return-to-work provisions. Under Section 51.1-124.9(B) of the <i>Code of Virginia</i> , VRS is authorized to collect benefit overpayments from the employer, not the retiree, if: <ul style="list-style-type: none"> • You hire a retiree in a position that would be considered covered but you do not report the retiree to VRS; and/or • You hire a retiree in a non-covered position with the employer from which that person retired and the retiree has not had a bona fide break in service; • You make a pre-arrangement with an employee before their retirement date to return to work after retirement.
✓ Employees Retiring Again	
	The employee should call VRS to find out the estimated subsequent benefit amount. Note that the subsequent retirement benefits cannot be calculated through myVRS or myVRS Navigator.
	Ensure that the employee submits all retirement forms and required documents. They must elect the same benefit payout option under which the employee previously retired.
	Inform employee that if any cost-of-living adjustments (COLAs) were received before returning to covered employment, the COLAs will not resume upon subsequent retirement. The employee will become eligible for a COLA effective July 1 of the second calendar year after subsequent retirement. The COLA will be calculated as if the employee is retiring for the first time.

Questions? Call VRS at 888-827-3847 and ask to speak with your [employer relationship manager](#).