

Before Hiring a Retiree in a Critical Shortage Position

Critical shortage positions are determined in two ways:

- The Virginia Department of Education (VDOE) establishes critical shortage areas for teachers and bus drivers each school year. [View DOE's critical shortage areas for the current school year.](#)
- The school division received three or fewer qualified applicants when recruiting for a position.

To be considered for a K-12 teacher critical shortage position, a retiree must:

- Be retired from a VRS-covered position. Members of the State Police Officers' Retirement System, the Virginia Law Officers' Retirement System and the Judicial Retirement System are not eligible.
- Be hired by a Virginia public school division in a designated teacher critical shortage position.
- Hold a Virginia Board of Education license for the position.
- Have a break in service of at least 12 consecutive months between the retirement date and the date work begins in the critical shortage position. This break in service means not working in any full-time, part-time or volunteer position, including coaching and substitute teaching, with any VRS-participating employer, or working for a contractor with any VRS-participating employer.
- Not have retired with a reduced VRS benefit under an early retirement incentive program (ERIP).
- Not have retired under the Transitional Benefits Program or the Workforce Transition Act with an enhanced monthly VRS benefit.
- Not be on VRS disability retirement.
- Not have a prearranged commitment, either verbal or written, with the school division before the employee's retirement date.

To be considered for a bus driver critical shortage position, a retiree must:

- Be retired from an eligible VRS-covered position. Members of the State Police Officers' Retirement System, the Virginia Law Officers' Retirement System and the Judicial Retirement System are not eligible.
- Be hired in a designated bus driver critical shortage position for a Virginia public school division.
- Have a break in service of at least 12 consecutive months between the retirement date and the date work begins in a bus driver critical shortage position. This break in service means not working in any full-time, part-time or volunteer position with a VRS-participating employer, or working for a contractor with any VRS-participating employer.
- Not have retired with a reduced VRS benefit under an early retirement incentive program (ERIP).
- Not have retired under the Transitional Benefits Program or the Workforce Transition Act with an enhanced monthly VRS benefit.
- Not be on VRS disability retirement.
- Not have a prearranged commitment, either verbal or written, with the school division before the employee's retirement date.

After Hiring a Retiree in a Critical Shortage Position

- Retirees filling critical shortage positions must complete a Certification of Eligibility for Critical Shortage Teachers and Administrators ([VRS-160](#)) or a Certification of Eligibility for Critical Shortage Bus Drivers ([VRS-160D](#)).
- The school division must certify the form and mail or fax it to VRS by September 1 each year, even if the retiree continues in the same position the next year.
- Qualified retirees will continue to receive retirement benefits but will not earn additional service credit.
- Teachers working in critical shortage positions may only move to a different position if the other position is also deemed a critical shortage area by VDOE or three or fewer qualified applicants applied for the position.
- Retirees must follow the return-to-work rules if they move from a critical shortage position to one that is not. For more information about the rules for working after retirement, see the [Service Retirement chapter of the VRS Employer Manual](#).
- Employers must enroll each critical shortage retiree in myVRS Navigator.
- To ensure that the retiree's monthly retirement benefit continues while serving in the critical shortage position, employers must enroll the retiree with the VRS Job Name "Critical Shortage Teacher" or "Critical Shortage Bus Driver," as applicable, in myVRS Navigator. Use of any other Job Name, including "teacher" or "administrative support contractual," will stop the retiree's monthly benefit and indicate the retiree returned to work in a full-time, VRS-covered position.

Questions?

Contact your Employer Representatives for school divisions:

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