

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

ADMINISTRATIVE REGULATION

EMPLOYMENT OF RETIREES

When it becomes necessary to employ a retiree in a non-administrative capacity for the maintenance or continuity of a program or service, the following procedures will apply:

1. A retiree may be subject to fingerprinting and clearance from the Office of School Personnel Review and Accountability (OSPRA) prior to appointment. The Director of Human Resource Services must be contacted to determine if fingerprinting is necessary.
2. Per Diem Substitute
 - a. Certificated - The retiree will need to be registered with the Teacher Registry and paid the standard per diem substitute rate. The program administrator will call the Teacher Registry to make arrangements for the dates of employment based on the absence of the BOCES employee or the length of vacancy.
 - b. Classified - The program administrator must complete a change of status (COS) form to authorize payment to the individual as a substitute. The hourly payroll record must be completed for each day worked and submitted to the program administrator for written authorization. Standard rate of pay is in accordance with the salary schedule in the title area where substituting.
3. Long Term Substitute (30 days or more) Position must be posted.

Certificated and Classified - The retiree may be paid a rate consistent with BOCES practices for new hires. The program administrator must complete a Recommendation for Employment form with specific dates for Board of Education approval.

3. Consultant

Procedures for hiring retirees must be in compliance with Board Policy 4150 and Administrative Regulation 5190.

4. Application for Employment of Retiree (ERS or TRS Members)

Upon notification by the retiree, the BOCES will submit an Application for Employment of Retiree for a member of the Employees Retirement System (ERS) or the Teachers Retirement System (TRS). The position being filled must be a posted vacant position requiring Board of Education appointment. The Authorizing Administrator recommending the retiree for appointment must submit in writing the specific reasons why there is a need for the services of this particular retired person rather than a person capable of providing long-term service and provide evidence that there is not readily available a certified and qualified non-retiree competent to perform the duties of the position.

Approved/Revised: 6/30/03

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