



**Do you currently receive retirement benefits from the Teacher Retirement System (TRS) of Texas?**

No \_\_\_\_\_ Yes \_\_\_\_\_ Retirement Date: \_\_\_\_\_

Signature \_\_\_\_\_

Answering "yes" will not jeopardize your employment as a substitute. However, if you are receiving benefits from TRS, the payroll Department is required to submit a report to TRS.

## **Notice to Substitute Employees Who Are Retired in the Teacher Retirement System (TRS) of Texas**

When you choose to work as a substitute employee in the Conroe Independent School District, it may affect the status of your annuity with TRS. Please read the information below to determine your status.

### **Definition of Substitute**

The TRS Board of Trustees has adopted a new definition for substitute service for retirees. That definition states that a substitute is a person who serves on a temporary basis *in the place of a current employee* and that the substitute's pay does not exceed the rate of pay for substitute work established by the employer.

If a TRS retiree is serving in the place of a current employee, the retiree may serve as a substitute for an extended period. There is no limit on the number of days a service retiree can serve in that position as a substitute, although disability retirees continue to be limited to 90 days of substitute service without loss of benefits.

### **Definition of Vacancy**

Based on this new definition, if a retiree is serving in a vacant position (i.e., no other person currently holds the position), the retiree is not a "substitute" for TRS return-to-work purposes.

**If the position is vacant, different considerations apply. If a retiree is asked to serve in a vacant position, the retiree cannot be reported to TRS as a substitute.**

For return to work purposes, the retiree must be reported either as a one-half time employee or as a full-time employee. If a retiree has served previously in the same school year as a substitute, the service must be limited to one-half time to avoid loss of any annuity. (Substitute service can be combined with one-half time service either in the same school year or in the same calendar Month. However, this can be done only if the total amount of time worked in that calendar month does not exceed one-half time.)

### **One-Half Time Employment**

Working one-half time means that the employee does not work more than one-half the time required for the full-time job for that particular month.

Any additional duties worked by one-half time employees would be combined with actual time worked and would exceed one-half time. An example would be a 50% employee that works evenings on workshops, tutorials or any other extra duties. ***The two combined must not exceed one-half time to avoid loss of any annuity.***

If employment is measured in clock hours, work cannot be more than one half of the number of working hours in the month or 92 clock hours, whichever is less. For example, if the month has 160 working hours, only 80 hours can be worked.

**Because the number of working days in each month is not always the same, the amount of time available to work may vary from month to month.**

### **Members Should Contact TRS Directly**

Although TRS-covered employers are required to withhold TRS member contributions from compensation paid to TRS-eligible employees and submit the deposits and related reports to TRS, TRS reporting entities are *not* the agents of TRS.

Members should contact TRS toll-free at 1-800-223-8778. Counselors trained to respond to member questions will answer the members' questions or will forward the calls to a specialist for assistance. Calls from the reporting entities are answered by TRS staff trained to respond to questions from such entities regarding employment eligible for membership, reports, and other issues related to the contributions required from the employer. These different perspectives can result in confusion to the member when responses that are tailored to the needs of the reporting entity are shared with an individual member. If TRS receives a question from a member that requires additional information from the employer, TRS will contact the reporting entity directly to request the information.