

# CERTIFICATION OF ELIGIBILITY FOR RETIREE SCHOOL SECURITY OFFICERS



**VIRGINIA RETIREMENT SYSTEM**  
 P.O. Box 2500 ♦ Richmond, VA 23218-2500  
 Toll-free 1-888-827-3847  
 Fax 804-786-9718  
 www.varetire.org

1. Employer Code
2. Employer (School Division) Name

Retirees of the Virginia Retirement System (VRS) may be employed full-time in retiree school security officer positions as defined by the *Code of Virginia*. Retirees and employers complete this form to certify the employment in a retiree school security officer position. This form is completed at the time of employment and by September 1 of each year the retiree continues to be employed in the position.

3. Name (First, Middle Initial, Last)	4. Social Security Number
5. Employer at Time of Retirement	6. Retirement Date

**7. Post-Retirement Employment Information**  
 Enter information about all positions you have held with VRS-participating employers since your VRS retirement date:

Employer	Dates Employed	Employment Status	Critical Shortage Position?
	From      To		
_____	_____	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	<input type="checkbox"/> Yes <input type="checkbox"/> No

**8. Current Retiree School Security Officer Position Information**

Employer: \_\_\_\_\_

Annual Contract Salary: \$ \_\_\_\_\_ Hire Date: \_\_\_\_\_

**9. Retiree Certification**

I certify that the information above is accurate. I understand that falsification of this information could result in the loss of VRS retirement benefits during my time of employment. I certify that I meet the following requirements:

- My most recent position prior to retirement was as a sworn law enforcement officer.
- I did not: 1) retire with a reduced VRS benefit under an early retirement incentive program (ERIP), 2) retire under the Transitional Benefits Program or the Workforce Transition Act (WTA) with an enhanced monthly VRS benefit, or 3) retire on VRS disability retirement.
- I have had a complete break in service, including part-time employment, from all VRS employers for at least 12 consecutive months.
- Prior to my VRS retirement date, I had no pre-arranged employment commitment, either verbal or written, to return to work in any capacity with a VRS employer.
- I have been assigned to work in a retiree school security officer position as defined by the *Code of Virginia*.
- I understand that I will not receive VRS service credit for this time period, nor will it change my future retirement benefits, though my employer will make contributions to VRS for this position.
- I understand that accepting this employment may affect any Line of Duty Act benefits for which I am currently eligible.

Retiree Signature \_\_\_\_\_ Date \_\_\_\_\_

**10. Employer Certification**

I certify that this individual will work in a retiree school security officer position as defined by the *Code of Virginia* and that employer contributions will be made to VRS. No pre-employment commitments, either verbal or written, were made with this individual prior to his or her VRS retirement date. I also certify that this person has met the qualification requirements for this position.

Authorized Employer Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signer's Printed Name \_\_\_\_\_



## **COMPLETING THE CERTIFICATION OF ELIGIBILITY FOR RETIREE SCHOOL SECURITY OFFICERS**

Virginia Retirement System (VRS) retirees who are hired into full-time retiree school security officer positions may continue to receive VRS retirement benefits if certain eligibility requirements are met. After you complete this form, submit it to your employer for certification. Your employer must send the form to VRS at the time you are initially hired and each year thereafter by September 1.

To be eligible:

- You must be receiving a monthly VRS retirement benefit;
- You must have retired from a sworn law-enforcement position;
- You must be hired into a retiree school security officer position as defined by the *Code of Virginia*;
- You must have had a break in service for at least 12 consecutive months during which you did not work 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;
- You must not have: 1) retired with a reduced VRS benefit under an early retirement incentive program (ERIP), 2) retired under the Transitional Benefits Program or the Workforce Transition Act (WTA) with an enhanced monthly VRS benefit, or 3) retired on VRS disability retirement; and
- Prior to your VRS retirement date you must not have had a pre-arranged commitment, either verbal or written, for post-retirement employment in any critical shortage position.

### **Retiree Responsibilities**

When completing the form:

- In Box 5, enter the name of the employer for which you worked at the time of your VRS retirement.
- In Box 7, enter information about all positions you have held, including part-time positions, with VRS-participating employers since your retirement. (Additional employment history may be provided on a separate page if needed.)
- In Box 8, enter information about the school security officer position you are filling. This includes the name of the school at which you are working in the school division identified in Boxes 1 and 2, the date you were hired for the position, and your annual contract salary.
- After completing the form, carefully read the certification statements in Box 9, sign and date the form.
- After you have signed and dated the form, submit the form to your employer for certification.

### **Employer Responsibilities**

- Verify the information entered by the retiree.
- Read the employer certification statement, sign and date the form.
- After completing the certification, send the form to VRS.