

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number HMR-041
	Subject Retirement – Double Fill Long-Term Positions and Retiree Intermittent Employment	
	Special Instructions New SOP April 2022 Next Level Workplace	Effective Date April 8, 2022

I. PURPOSE

To establish procedures and standards for double filling a future retiree's position to ensure proper training, transfer of institutional knowledge and seamless transition of responsibilities and utilization of intermittent retired civilian employee classifications.

II. POLICY

Upon determination of retirement, an employee's position may be double filled prior to the retiring employee's separation date. Once a Civilian employee enters retirement, they may be eligible for rehire in an intermittent capacity as determined by the Superintendent or their designee.

III. PROCEDURE

Double fill full-time retiring employee positions

- A. The Department may permit a double fill of full-time positions for up to six months, where doing so allows a retiring employee to transition a successor employee.
- B. AC/S HR and Administration responsibilities:
 1. Confer with Division and Zone Commander to determine if a double filled position would benefit the Department with succession and continuation of operations.
 2. Consult with the Fiscal Director to determine if funding exists for the position.
 3. Assist the responsible commander to complete the justification for double fill for submission to the Strategic Hiring Committee (SHC).
 4. Submit the completed double fill request to the SHC for approval.
 5. Once a successful applicant completes all components of the Department hiring process, the Human Resources Division will onboard the employee and transition them to the respective commander for coordination of training and succession.
- C. Commanders of the new employee are encouraged to utilize available knowledge retention forms and documents to aid in the knowledge transition created by their future retirement.

Retiree Intermittent Employment

- D. The Department may implement a retired state employee intermittent classification to further enable knowledge retention among civilian positions to maintain engagement with retired state employees, and to provide staff augmentation.

- E. AC/S HR and Administration responsibilities:
1. Confer with Division and Zone Commander to determine if a double filled position would benefit the Department with succession and continuation of operations.
 2. Consult with the Fiscal Director to determine if funding exists for the position.
 3. Determine which retired state employee classification to utilize:
 - a. RETEXP – Retired State Emp Exp (Exempt)
 - b. RETOTE – Retired State Emp OT Elig (Non-Exempt)
 4. Confer with Division and Zone Commander to develop a detailed justification to utilize the retired state employee intermittent classification.
 5. Submit a “New Position/Classification” request to the SHC.
- F. Important notes regarding retired state employee intermittent classifications:
1. Work is limited to 180 days per calendar year.
 2. Employees are compensated at the hourly rate they were paid at retirement.
 3. No leave time will accrue, and no leave time may be used.
 4. PERF contributions will not be made.
 5. Employees may still draw a pension.
 6. Employees eligible for the 501 Health Reimbursement Account (now RMBA), per IRS guidelines, their access is suspended if the retiree returns to state employment post-retirement.
 7. Intermittent employees are not subject to a probationary period which creates an employment property right, therefore intermittent employment is an “At will” agreement.
- G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.

[Intermittent Employment Acknowledgement Form](#)