

Procedure: Retirement / Return to Work

Employees working for Prescott Unified School District who meet the Return to Work criteria outlined in Board Policy, may choose to initiate their retirement through ASRS and continue to work in their current or similar position in Prescott Unified School District. If the employee chooses this option, the following procedure will be followed:

Full Time Employees: ASRS considers any employee working 20+ hours per week, “full time”.

YEAR 1

Employer – Third party employer (ESI or similar provider).

Salary / Pay Rate - The Salary / pay rate for staff during year 1 will be determined as follows:

- **Classified Staff paid on an Hourly Basis:** The staff member’s hourly pay rate for year 1 will be based on the District’s approved Initial Pay rate scale. The Employee will be placed on the scale as if they were a new employee to the District. The employee’s total number of years of experience in the position they are applying for will be used to place the employee on the pay rate scale.
- **Professional / Salaried Staff:** Employees working in a salaried position who are eligible for the Return to Work employment will receive a base salary that equals 85% of the base salary that they would receive if they remained a PUSD employee. This only applies to staff who remain in the same position during year 1. If a staff member is moving into a new position for year 1, the District’s Initial Salary placement scale will be used to determine year 1 base salary/payrate. Employees in a position eligible for 301 payments will also receive 85% of the Performance Pay / 301 amount. 301 payment will be distributed at the same time that other PUSD employees receive 301 payments.

Health Insurance – Employee is responsible for his/her own health insurance which can be purchased through the third-party employer, Arizona State Retirement System (ASRS), Consolidated Omnibus Budget Reconciliation Act (COBRA), the Affordable Care Act (ACA) marketplace, or other means.

Fees - The District will pay for any third party fees.

Retirement Contribution – The District will pay the Alternative Contribution Rate (ACR) for the employee.

Supplemental Pay - Staff who work supplemental District positions (coaching, extra duties, etc.) will receive 100% of the payrate for those positions.

Other benefits – The employee may be eligible for other benefits provided by the third-party employer.

Evaluation - The employee will be evaluated in accordance with District procedures.

YEAR 2 and On

If the employee wishes to continue employment with Prescott Unified School District after one year of separation as a PUSD employee, the following conditions apply.

Eligibility:

1. Obtain approval from current supervisor
2. Possess proper certification for position (certified staff)
3. Possess and maintain valid IVP fingerprint clearance card
4. Demonstrate the ability to perform the physical tasks required in the job description.

Employer – Prescott Unified School District

Salary / Pay Rate - The Salary / pay rate for staff for year 2 will be determined as follows:

- **Classified Staff paid on an Hourly Basis:** For year 2, after one full year employed by a third party employer, the employee will receive the same pay rate they received in “Year 1” plus the Board approved salary increase/raise.
- **Professional Staff in position eligible for performance pay (Classroom Site Fund /301):** For year 2, after one full year employed by a third party employer, the employee will receive the same base salary they received in “Year 1” plus the Board approved salary increase/raise. 301 Performance pay will also be paid in full if performance criteria are met.
- **Professional Staff in position not eligible for performance pay (Classroom Site Fund /301):** For year 2, after one full year employed by a third party employer, the employee will receive the same base salary they received in “Year 1” plus the Board approved salary increase/raise.

Health Insurance – The employee is eligible for District insurance per Plan Document.

Retirement Contribution – The District will pay the ACR for the employee.

Other benefits – The employee is eligible for other District benefits that all employees are eligible for within the District.

Evaluation – The employee will be evaluated in accordance with District procedures.

Part Time Employees (less than twenty [20] hours per week)

YEAR 1 and On

Employer – Prescott Unified School District.

Salary – The employee's salary will be calculated using the District's salary placement procedure for employees new to the District.

Health Insurance – Not offered to employees that work less than twenty (20) hours per week.

Retirement Contribution – The District will pay the ACR for the employee.

Prop 301 Monies – Teachers are eligible for 301 monies in accordance with current Board policy.

Other benefits – The employee is eligible for other District benefits that all employees are eligible for within the District.

Evaluation – The employee will be evaluated in accordance with District procedures.