

# Loyalsock Township School District PSERS Qualification

- I am a current or former member of PSERS     I have never been a member of PSERS

**RETIREE:** Please refer to Publication #9682, “Return to Service Guidelines and Clarifications” at <http://www.psers.state.pa.us/publications/retired/returntoservice.htm> regarding the eligibility of a PSERS retiree to be employed by a public school entity, community college, university, or charter school.

I am currently retired from PSERS and collecting a monthly benefit. I understand that my retirement will be frozen and my monthly benefit will stop. **Please initial here:** \_\_\_\_\_

I am currently retired from PSERS and collecting a monthly benefit. I understand that I will not be enrolled in PSERS and can only work due to an emergency or shortage of personnel, or in an extracurricular position. **Please initial here:**  
\_\_\_\_\_

**STUDENT:** Students employed in a Work Study position for financial aid or as part of their curriculum, Graduate Assistants, and Resident Assistants are not eligible for membership in PSERS, nor is this service eligible for purchase at a later time.

**FULL-TIME:** By PSERS definition, full-time refers to any employee contracted to work 5 or more hours a day, 5 days a week or its equivalent (25 or more hours a week). Employees who meet these requirements must be reported as full-time even if the employer considers them part-time. All full-time employees are required by law to be enrolled in PSERS and must have retirement contributions withheld from the first day of employment.

**PART-TIME SALARIED:** By PSERS definition, part-time salaried employees are contracted to work less than 5 hours a day, 5 days a week or its equivalent (less than 25 hours a week). This includes extracurricular coaches unless they are a PSERS retiree. All part-time salaried employees are required by law to be enrolled in PSERS and must have retirement contributions withheld from the first day of employment unless membership is waived. Membership should be waived within 30 days of employment (see “Waiving Membership When Employed Part-Time” on the next page).

**PART-TIME HOURLY:** By PSERS definition, part-time hourly employees are any employees hired and paid on an hourly basis to work less than 25 hours a week. All part-time hourly employees are required by law to be enrolled in PSERS beginning with the first day of employment. Retirement contributions may be withheld from the first hour of employment, and must be withheld when the employee qualifies after 500 hours of employment, unless membership is waived. Membership should be waived within 30 days of employment (see “Waiving Membership When Employed Part-Time” on the next page.) If you do not have retirement contributions withheld from the first hour of employment, upon reaching 500 hours in a school year you will be required by law to pay retirement contributions on all salary earned in that school year, and on all subsequent earnings.

**PART-TIME PER DIEM:** By PSERS definition, part-time per diem employees are employees hired and paid on a day to day basis to work less than 5 hours a day, 5 days a week. All part-time per diem employees are required by law to be enrolled in PSERS beginning with the first day of employment. Retirement contributions may be withheld from the first day of employment, and must be withheld when the employee qualifies after 80 days of employment, unless membership is waived. Membership should be waived within 30 days of employment (see “Waiving Membership When Employed Part-Time” below). If you do not have retirement contributions withheld from the first day of employment, upon reaching 80 days in a school year you will be required by law to pay retirement contributions on all salary earned in that school year, and on all subsequent earnings.

## WAIVING MEMBERSHIP WHEN EMPLOYED PART-TIME

Full time employees cannot waive membership. All part-time employees may be waive membership in PSERS within the first school year of employment only, however, this option is no longer available once qualification is reached.

- To qualify for the waiver, **the part-time employee must have an eligible Individual Retirement Account (IRA) and provide proof of this to their employer(s)**. Eligible accounts include Traditional IRA, Roth IRA, Simplified Employee Pension (SEP) IRA, and Savings Incentive Match Plan for Employees (SIMPLE) IRA.

Note: A 401(k) or similar retirement plan does not qualify.

- For employees who work in a part-time position for multiple schools, a membership waiver must be requested of each employer.
- A Membership Waiver form will be mailed directly to the employee once the employer notifies PSERS of the request to waive membership. The employee **MUST** sign and return the form to PSERS in a timely manner or the waiver request will be denied.
- A member may not purchase waived qualifying part-time service.
- If a member “waives” service that ends up being non-qualifying part-time service, technically, the waiver never went into effect and the member may be eligible to purchase that service if they later become a qualified PSERS member.

I choose to waive PSERS enrollment at this time. I have read and understand the PSERS membership waiver Information and have attached proof of my IRA.

I choose to waive PSERS enrollment at this time. I work part-time for another school district in which they have also requested a waiver of participation on my behalf. I have read and understand the PSERS membership waiver Information.

I have read and understand the PSERS Membership Eligibility as it applies to my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name Signed Above

\_\_\_\_\_  
Date