

[Date]

Public School Employees' Retirement System
Administrative Determinations
5 North 5th Street
Harrisburg, PA 17101

**Re: Employing PSERS Retirees as Short-Term
Substitutes**
Employer #_____

Dear Administrator:

[School Employer] is in need of short-term substitutes for the [school year] school year and requests PSERS' approval to employ PSERS retirees due to a shortage of personnel throughout said school year as needed. In support of this request, the [School Employer] certifies as follows:

1. [School Employer] maintains a current substitute list that distinguishes between those who are PSERS retirees and those who are not.
2. [School Employer] confirms that when the need for a short-term substitute assignment arises, it will first notify and exhaust a candidate pool of those who are not PSERS retirees and will not employ a PSERS retiree unless someone who is not a PSERS retiree is not available or does not accept the assignment within a reasonable period of time.
3. [School Employer] accomplishes the above by [insert a description of the system or process used to notify and select non-retired substitutes in advance of making assignments available to retired substitutes.]
4. [School Employer] acknowledges that PSERS understands "short-term substitute assignment" to mean an assignment that is not to extend longer than one week.
5. If [School Employer] has a short-term absence that unexpectedly lasts more than one week, the employer will repeat the search for a candidate who is not a PSERS retiree before offering it to a PSERS retiree.
6. [School Employer] will make available a copy of this request and PSERS' response to any PSERS retiree who is employed in a short-term substitute assignment.

[Signature]