



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Separation from Service
Creation Date: February 27, 2013
Revision Date: May 30, 2015
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

POLICY: SEPARATION FROM SERVICE

This policy establishes the parameters for post-retirement rehires to ensure that a meaningful separation from employment has been established, while addressing the City's occasional need for services of a retired employee. Rehiring a retiree may occur only in accordance with the guidelines described in this policy and the rehiring must serve the best interest of the City as determined on a case-by-case basis.

I. Policy:

Absent extenuating circumstances, individuals who have retired from the City Employees' Pension Fund or El Paso Firemen & Policemen's Pension Fund may be rehired to work within the City, provided the retiree has had a 90-day break in service following a meaningful separation from employment.

All rehired retirees are subject to the rules and policies of the City Employees' Pension Fund and El Paso Firemen & Policemen's Pension Fund.

II. Applicability:

This policy applies to individuals who have retired from the City Employees' Pension Fund or El Paso Firemen & Policemen's Pension Fund and are receiving pension distributions.

III. Guidelines and Procedures:

A. Rehire into a Contract Position or other Position for which Pension Fund Participation is Optional:

- i. Meaningful separation from employment will be required and evaluated on a case-by-case basis. A retiree shall not be eligible for rehire if there was a prior agreement, expectation, or understanding to rehire the retiree, even if all other criteria allowing for rehire are met.

- ii. Absent extenuating circumstances, a period of at least ninety (90) calendar days must elapse between the effective date of the retirement and the date that a retiree may be rehired.
- iii. A department that wishes to rehire a retiree into a City contract position or other position for which participation in Pension Fund is optional (hereinafter referred to as "contract position") may do so only through the normal recruitment process for the position.
- iv. The retiree may be hired into a contract position with the City provided the terms and conditions of employment comply with the rules and policies of the City Employees' Pension Fund and El Paso Firemen & Policemen's Pension Fund, as applicable. Pension payments must cease and verification must be provided thereof for any City retiree who is rehired into a position that allows them to elect participation into the fund and said individual so elects, or he or she will not be rehired.
- v. The individual must meet with a Pension Fund representative to receive advice regarding pension options and provide verification of such meeting to the City's Human Resources Department prior to rehire. The Pension Fund's role in relation to an individual's separation from service and/or rehire is advisory only.

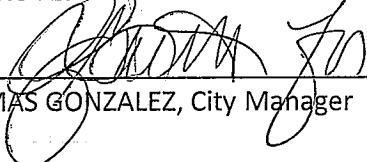
B. Rehire into a Non-Contract Position:

- i. Pension payments must cease for any non-uniformed retiree who is rehired into any City service position that requires mandatory participation in the City's Pension.
- ii. Any individual who has retired from the El Paso Firemen & Policemen's Pension Fund is ineligible for hire into a position that requires mandatory participation in the City's Pension.

C. Rehire into a City of El Paso uniformed position:

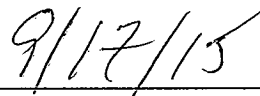
- i. Any individual who has retired from the El Paso Firemen & Policemen's Pension Fund may be eligible for re-hire into a City of El Paso uniformed position without any wait time.
- ii. Pension payments must be suspended for any individual who has retired from the El Paso Firemen & Policemen's Pension Fund and who is rehired into City uniformed service in accordance with said Pension Fund policies and procedures, and any amendments thereto, or he or she will not be rehired.

APPROVED BY:



TOMAS GONZALEZ, City Manager

DATE:



9/17/15