



Notice of Change in Employment Status

Purpose of the Form

- Use this form to notify PERSI about a change in an employee's employment status. Submit it for any employee who is terminated from your *Transmittal Report of Employee Deductions*.
- Also submit the form for employees who become ineligible for PERSI membership because they drop below 20 hours per week (less than 1/2-time contract for teachers), even if they continue employment with you.

Instructions

- Complete the form in blue or black ink.
- Read "About Form RS109," attached.
- If you are an electronic reporter, PERSI needs this form only when a member retires.

Employee Information			
Name – First, Middle, Last			Social Security Number
Mailing Address	Street or P.O. Box		
	City	State	Zip Code
Daytime Phone Number (include area code)		Email Address	
Employer			Employer Number
Employee Position Title			Regular Salary \$ _____ per _____

Reason for Change in Employment Status
<p>Check one of the following choices.</p> <p><input type="checkbox"/> Resignation/ Termination. Termination date or contract-end date _____ (Not the date of the final paycheck.)</p> <p><input type="checkbox"/> No longer eligible for PERSI membership, but still employed. Effective date _____ (Separation benefit payable only if terminating employment.)</p> <p><input type="checkbox"/> Leave of absence without pay. Effective date _____ If for military leave, date of expected return _____ If for disability/medical leave, also complete all items under Disability/ Medical below.</p> <p><input type="checkbox"/> Disability/ Medical (also complete Final Report of Salary on page 2). Date last physically on the job _____ Date sick leave entitlement ends _____ Date employer-paid short-term disability ends _____ Related to Workers' Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Return from Leave of Absence. Effective date _____</p> <p><input type="checkbox"/> Expiration of term of office for elected and appointed officials. Date of last day in office _____</p> <p><input type="checkbox"/> Death. Date of death _____</p> <p><input type="checkbox"/> Retirement. Termination date or contract-end date _____.</p> <p><input type="checkbox"/> Comments: _____ _____</p>

Notice of Change in Employment Status - continued

Name – First, Middle, Last	Social Security Number
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Final Report of Salary

Payoffs tied to termination are not subject to PERSI contributions, and should not be included on this form or the *Transmittal Report of Employee Deductions*. Such payoffs include vacation and sick leave payoffs, contract payoffs, overtime, and longevity pay.

The final report of salary will be shown on the transmittal report for the month of _____ in the amount of \$ _____, which consists of \$ _____ regular salary and the additional amount of \$ _____.

Explain what the additional amount is for: _____

Unused Sick Leave

Required for employees who are retiring from public school districts and state agencies. Calculate the conversion amount to be credited to the employee's unused sick leave account for payment of insurance premiums.

Public School Districts	Certificated Employees: Days of sick leave accrued after 7/1/1976 _____ x 0.5 x Daily Rate of \$ _____ = _____
	If full time with 4 day work week, complete the following: Prior year total contract amount: \$ _____ Total work days in contract: _____ Current year total contract amount: \$ _____ Total work days in contract: _____
	Non-Certificated Employees: Hours of sick leave accrued after 7/1/1976 _____ x 0.5 x Hourly Rate of \$ _____ = _____
State Agencies	Hours of sick leave accrued _____ x 0.5 x Hourly Rate of \$ _____ = _____

Employer Certification

Signature	Date
Title	

About Form RS109

Instructions

Complete the Form in Blue or Black Ink

Electronic Reporting

- Complete this form only when an employee retires. All other terminations are reported electronically on the *Transmittal Report of Employee Deductions*.
- 1 Return the form to PERSI.
 - 2 Enter the reason for the change in employment in the **Remarks** section of the *Transmittal Report of Employee Deductions*.

Paper Reporting

- 1 Complete this form for the following employees:
 - Employees who are terminated on the *Transmittal Report of Employee Deductions*.
 - Employees who become ineligible for PERSI membership because they drop below 20 hours per week (less than ½-time contract for teachers), even if they continue employment with you.
- 2 Return the form to PERSI.
- 3 Enter the reason for the change in employment in the **Remarks** section of the *Transmittal Report of Employee Deductions*.

School Districts

- 1 For full time certificated employees with a 4 day work week you must enter the prior year contract amount, current year contract amount and the number of work days for each contract in the spaces provided.

Importance of the Form

PERSI cannot pay benefits until RS109 is received from you, the employer. The form certifies the employee's termination date and reason for change, which are necessary to calculate benefits. Form RS109 also helps ensure that PERSI does not pay a benefit to an employee who continues working.

Determining Termination Date

PERSI needs a termination date to pay benefits. The termination date is the last day for which an employee is entitled to receive pay, not the date of the final paycheck. For example, if an employee's last day at work is March 10, but the final paycheck is not paid until March 22, the termination date is March 10.

For **school districts**, the last day of school is **not** the termination date but the contract-end date. For most school districts, the contract-end date is August 31.

Hire and termination dates determine eligibility for membership in PERSI and months of credited service. If an employee has achieved PERSI eligibility (normally 20 hours or more per week for five consecutive months), PERSI looks at the hire date and termination date to determine if the employee was employed at least 15 days in a calendar month, allowing the employee to receive a month of credited service.

- **Example:** The employee terminates on June 14. The employee is not employed for 15 days in June and is not eligible to receive a month of credited service for June.
- **Example:** The employee terminates on June 14 and receives a final paycheck on June 30. The employee is not employed for 15 days in June and is not eligible to receive a month of credited service for June. Enter June 14 on the RS109. Do **not** enter the date of the final paycheck.

Payment for **annual leave** affects the termination date only if it is paid out as if the employee is taking annual leave instead of working. If annual leave is paid out in a lump sum, the termination date does not change.

- **Example:** The employee's last day on the job is Friday, May 12, and the employee takes 10 days of annual leave starting Monday, May 15. This moves the last day in pay status to Friday, May 26, and the employee receives a month of credited service for being employed more than 15 days that month.
- **Example:** The employee's last day on the job is Friday, May 12, and the employee takes any remaining annual leave as a lump sum payment. The termination date is May 12, and the employee is not eligible for a month of credited service because employed for less than 15 days that month. Do not take contributions on this lump sum payment.

School District Personnel Benefits Start Date

School district personnel who receive salary over 12 months may leave employment in May or June but are paid through August 31. (This date may vary depending on individual contract-end dates). PERSI cannot pay benefits to these employees until they are out of pay status, even if they have not actually worked since May or June. Teachers on 12-month contracts are considered active members during the summer, earning membership credit. Teachers on nine-month contracts receive nine months of service. Teachers may retire in May or June if their contract is paid off early, but they will not then receive service credits for the time missed between their retirement date and August 31.

Additional Information About Items on the Form

Employee Information

Regular Salary. You can use the hourly, monthly, or yearly equivalent of the employee's salary.

Reason for Change in Employment Status

No longer eligible for PERSI membership, but still employed. If employees drop below 20 hours per week (less than ½-time contract for teachers), they are no longer eligible for PERSI membership. However, unless they terminate employment, they are **not** eligible for benefits. Effective date is the date the employee begins working less than 20 hours per week (less than ½-time contract for teachers).

If the employee starts working 20 hours or more per week (½-time contract or more for teachers), you must add the member to your *Transmittal Report of Employee Deductions*. Submit a new *Application for Membership* (RS102) if you do not report electronically.

Leave of absence without pay. When employees go on a leave of absence without pay, the last day for which they were paid determines whether they receive service credit for that month. To determine when service credit starts again, PERSI needs the date the employee returns from leave.

- If the employee goes on leave of absence and returns the same month, PERSI determines by the leave and return dates whether the member is an eligible employee who worked 15 days that month.
- If the leave of absence is the result of a workers' compensation injury, the employee continues to earn service credit during workers' compensation leave as long as he or she receives full salary from a combination of workers' compensation and the employer.
- Sometimes an employee goes on a leave of absence with the expectation that he or she will later return to work, but never does return. The correct final date in pay status is the last date for which the employee is paid, **not** the date it is determined that they will not be returning. This is especially important if the employee, at the time that he or she terminates, is eligible to retire (age 55 for general members, age 50 for police or PERSI firefighter members). The employee may be eligible to receive retroactive benefits for the months he or she was on leave of absence.

Return from leave of absence. You must submit a form RS109 or form RS102 (*Application for Membership*) when an employee returns from leave. You must also include the employee on the *Transmittal Report of Employee Deductions*.

Expiration of term of office for elected and appointed officials. The effective date is the last day in the office, not the termination date or date of final paycheck. An elected official is not retired until the first day of the month after the official was in office. An elected official is considered in office until the replacement is sworn in. For example, if the official did not work during the month of January, he or she is still in office until the replacement is sworn in.

Retirement. PERSI members are eligible to retire the first of the month following their termination date or contract-end date. FRF members may retire on the day following their termination date.

Unused Sick Leave

To avoid delaying the processing of retirement benefits:

- 1 Send PERSI an estimate of the employee's sick leave hours on the original form RS109.
- 2 Send an amended form RS109 with the final sick leave accrual, if it is different. Write **Amended** on the top of the amended form.