

Attention Retirees (retiring on or after January 1, 2011) Who Work Part-Time or Substitute

Please note that Conroe ISD reports service in accordance with Teacher Retirement System (TRS) guidelines. The district does not provide guidance regarding TRS so it is always important to contact TRS directly if you have questions regarding the impact of service on your annuity. Below are a few of the guidelines that may affect you if you work part-time or substitute for one or several Texas public education institutions.

Employment After Retirement

Substituting (Not in a Vacancy Position)

According to TRS, there is no limit on the number of days a service retiree can serve in the position as a substitute (not combined with other duties).

For TRS purposes, a substitute is a person who serves on a temporary basis in the place of a **current** employee. If a retiree serves in a **vacant** position, the retiree **cannot** be reported to TRS as a substitute.

Vacancy Position or Part-Time Employment

Working in a vacancy position can affect your annuity. A vacancy is clearly listed on the Aesop system as a vacancy. Other vacancies include tutoring, part-time employment such as extra-curricular events, or additional workshops. All hours worked in a vacancy or part-time position will be reported according to TRS guidelines.

Combined Work (Substitute and Part-Time)

Retirees that combine work as a substitute (taking the place of a current employee) with any other position (vacancy, tutor, etc.) in the same calendar month are limited to one-half the number of workdays in the particular calendar month. Days available to work may vary by month. If the days worked exceed half the number of workdays in the month, it could result in forfeiture of the annuity for the month worked. CISD is required to report the combination of substitute and half-time work in terms of days worked. Work for any part of a day counts as a full day.

Good Practice

- Monitor your days worked carefully. Work for any part of the day as a substitute will count as a full day.
- Work at a Texas public educational institution in any capacity will be combined for your total hours/days worked monthly as reported to TRS.
- Limit **hours** worked to fewer than fifty percent when filling a vacancy or part-time position to prevent annuity reduction.
- Limit **days** worked to fewer than fifty percent when combining substituting and a vacancy or part-time position to prevent annuity reduction.
- Be familiar with TRS rules and remember that TRS rules regarding retirees can change frequently. When in doubt, call TRS at 1-800-223-8778 or visit the [TRS Retiree Website](#). Also, please refer to the [Employment After Retirement brochure](#)
- **It is important to obtain advice from TRS only. Retiree rules vary by situation and TRS should be your only resource regarding your annuity.**