



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

October 16, 2024

To: All Department Heads  
From: Lisa M. Garrett  
Director of Personnel

## UPDATE TO PPG 505 - APPOINTMENT OF RETIREES TO A 120-DAY TEMPORARY ASSIGNMENT

[Assembly Bill 2474](#) was signed into law on July 15, 2024, and served to refine further the requirements for rehiring retirees as authorized by the Public Employees' Pension Reform Act. As part of the Department of Human Resources' (DHR) commitment to providing departments with updated and relevant policies and resources, we partnered closely with the Chief Executive Office (CEO) and the Los Angeles County Employees Retirement Association (LACERA) to revise Countywide Policies, Procedures, and Guidelines (PPG) No. 505, now retitled as *Appointment of Retirees to a 120-Day Temporary Assignment* to reflect this legal update (Attachment).

The County and our rehired retirees must adhere to post-retirement employment laws. Noncompliance with reporting and strict time limit requirements pose significant adverse consequences for the County and all active and retired County employees.

Notable revisions to this policy include:

- Adding clarifying language, contacts, and links throughout the policy.
- Adding the new monitoring procedure now required under Government Code §31680.9(g) by which all departments employing 120-day retirees must provide written notification to the employee before they are within 10-business days or 80 hours of the time limits of the policy.
- Updating the required *Condition for Post-Retirement Employment and Waiver* (PPG Attachment A) with improved content and a fillable format that can be digitally signed.
- Providing a new *Frequently Asked Questions* document (PPG Attachment B) to address the common questions received by CEO and DHR regarding rehiring retirees.

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- Providing a new template notice, titled *Appointment of Retiree to 120-Day Temporary Assignment Written Notice of Reported Hours* (PPG Attachment C), for departments to use to meet the notification requirement under Government Code § 31680.9(g).

The updated policy and related documents are attached to this correspondence and may be viewed online at <http://mylacounty.gov/county-policies> under the “Human Resources Policies & Manuals” section.

Should you have any questions regarding this policy update, please contact me or David M. Morfin, Senior Human Resources Manager, at [DMorfin@hr.lacounty.gov](mailto:DMorfin@hr.lacounty.gov) or (213) 400-5589.

LMG:RC:JAWT  
DMM:LR:ckc


Attachment

c: CEO – Countywide Labor and Compensation Services Division  
LACERA  
Chief Deputies  
Administrative Deputies  
Departmental Human Resources Managers

HRDS\\_PPGs\PPG 505\Memo – LMG to All DHs RE PPG 505 Updates.docx



*County of Los Angeles*  
*Department of Human Resources*  
**POLICIES, PROCEDURES, AND GUIDELINES**

<b>Subject:</b>  <b>APPOINTMENT OF RETIREES TO A 120-DAY TEMPORARY ASSIGNMENT</b>	<b>Policy Number:</b> <b>505</b>	<b>Pages:</b> <b>5</b>
	<b>Effective Date:</b> <b>October 16, 2024</b>	
	<b>Approved By:</b> 	

## **POLICY**

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Under certain conditions, County department heads may reemploy, without reinstatement from retirement, County retirees who have separated from County service without fault or delinquency for a period not to exceed 960 hours (120 days) in any one fiscal year.

Departments shall fully comply with the California Public Employees' Pension Reform Act (PEPRA) of 2013 pertaining to the waiting period of 180 days from the date of retirement for hiring retired County employees on a temporary basis.

Violation of this policy may subject departmental staff and/or the retiree to appropriate corrective action, which may include discipline for departmental staff, the release of the retiree, and/or the Los Angeles County Employees Retirement Association's (LACERA) suspension of the retiree's retirement and/or healthcare benefits.

Departments are required to submit all requests to appoint a retiree to a 120-day temporary assignment using the Ordinance Position Authority (OPA) process in the electronic Personnel Action Request (ePAR) system. The process will require review and approval by the Chief Executive Office (CEO) Budget and Operations Management Branch (Budget Branch) and the CEO Classification and Compensation Division (Class/Comp Division) to ensure all provisions of PEPRA are met.

## **GUIDELINES**

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All County employees are required to terminate from active employment before receiving pension benefits through LACERA. Pursuant to the Internal Revenue Service (IRS), the act of retirement requires a "bona fide" separation from County service (i.e., an active employee must leave employment prior to receiving LACERA retirement benefits) before returning to work on a temporary retiree assignment.

A retiree's appointment pursuant to this policy shall be limited in duration and to a position on a temporary basis that requires special skills or knowledge in which staff could not be easily prepared or trained, or to a critical position where expertise is unavailable elsewhere in the department. The department should develop a transition plan to ensure the transfer of the retiree's special skills or knowledge to current departmental employees. The retiree shall be appointed to the position consistent with the duties and responsibilities of the reemployed position. As a temporary employee, the retiree may be assigned to supervise permanent County employees, but only under special circumstances as approved by the

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CEO or Department of Human Resources (DHR). Retirees may be placed at any step of the salary range for classification, as determined by the department head.

The temporary appointment shall not exceed 960 hours (120 days) in any one fiscal year. The hours worked by a retiree in all temporary assignments in a fiscal year are combined to determine whether this limit has been exceeded. A fiscal year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

All hiring departments must ensure that rehired retirees comply with this policy. As a condition of employment, the retiree must sign Attachment A - *Condition of Post-Retirement Employment and Waiver* (Waiver). The Waiver shall be included in the employee's Official Personnel File retained within the hiring department's Office of Human Resources section or the County's Electronic Personnel Records (ePR) system and a copy shall be sent to LACERA. A new Waiver should be completed each time the department receives approval from CEO authorizing the retiree to return for any additional fiscal year(s).

**MONITORING THE RETIREE'S HOURS**

Departments shall establish methods to monitor the days and hours worked by retirees to ensure that they do not violate the work time limits established in this policy and the law. This includes monitoring all hours and days worked in multiple departments in any one fiscal year. Departmental records will be subject to review and/or audit by CEO and DHR to ensure compliance. Failure to adhere to the time limits of this policy would not only violate State law, but it may also jeopardize the qualified tax-deferred status of the County's retirement system under federal law and create significant adverse tax consequences for all active and retired County employees. In addition, LACERA may suspend the retiree's retirement and/or healthcare benefits if a violation is found.

In accordance with State law, departments are now required to provide written notification to reemployed retirees before they are within 10-business days or 80 hours of the time limits in this policy.

**WAITING PERIOD FOR POST-RETIREMENT EMPLOYMENT**

The following requirements govern the appointment of retired employees on a temporary basis:

1. An employee will need to wait 180 days from their date of retirement before returning to work on a temporary basis except under either of the following conditions:
  - a) The hiring department can certify that it is necessary to fill a critically needed position before 180 days have passed, and the Board of Supervisors has approved the hiring in a public meeting. The appointment may not be placed on a consent calendar.

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b) The retiree is a public safety officer or firefighter and is returning to perform public safety officer or firefighter duties.

**Note:** Where exception (a) or (b) applies, a member who retires before reaching the Normal Retirement Age, as indicated in the following table, must nevertheless have at least a continuous 90-day break between the date of retirement and their temporary employment with the County as a retiree to demonstrate a bona fide separation of service as required by the IRS.

The Board of Retirement established the following Normal Retirement Age for LACERA members:

Retiree Plan	Normal Retirement Age
Safety Members of Plans A, B, and C	55
General Contributory Members of Plans A, B, C, D, and G	57
General Members of Plan E	65

LACERA members who retire before reaching the Normal Retirement Age may not enter into a prearranged agreement (oral or written) before commencing retirement to return to work for the County in any capacity.

2. A retired employee who, within the 12 months preceding a temporary appointment pursuant to this policy, has received unemployment insurance resulting from prior employment with any public employer is not eligible for such appointment. Upon accepting an offer of temporary employment pursuant to this policy, the retiree must certify in writing that they are in compliance with this requirement by completing the Waiver.
3. A retired employee shall be paid at a rate not less than the minimum rate and no more than the maximum rate for other County employees performing comparable duties.
4. A retiree who received a retirement incentive, such as an Early Separation Program package, is not eligible to return to County service.
5. A retiree who is receiving LACERA benefit cannot be hired by the County as a contract employee.
6. Disability retirees are not eligible to return to work as a 120-day employee in their previous job classification.

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Pursuant to Civil Service Rule [3.03](#), the Director of Personnel delegates its authority to approve the reemployment of retirees under [Civil Service Rule 17.01\(B\)](#) to each department head. However, review by the CEO Budget Branch and CEO Class/Comp Division is required to ensure compliance with PEPRA.

## **APPOINTMENT OF RETIREES TO PART-TIME BOARDS OR COMMISSIONS**

The County Employees Retirement Law of 1973 authorizes a retiree to serve on a part-time board or commission without reinstatement from retirement or loss of retirement benefits so long as the appointment is non-salaried and does not provide benefits, service credit, or retirement rights. However, the law allows the retiree to receive any per diem authorized to all members of the board or commission.

## **PROCEDURES**

1. Departments shall determine whether or not the retiree is compliant with the requirements set forth by PEPRA and this policy, including the required waiting period, upon offering temporary employment.
2. The retiree must be appointed to a temporary item. Once the retiree has had a bona fide separation from County service, the retiree may be appointed without examination at any time. The retiree is not limited by Civil Service Rule [17.01\(A\)](#), which only allows former employees in the classified service to be reinstated only within two years from the date of separation.
3. Departments are required to submit all requests to appoint retirees to a temporary assignment using the OPA process in the ePAR system. The process requires the review and approval of the [CEO Budget Branch](#) and the [CEO Class/Comp Division](#).

The request must include the retirement date of the retiree, an organizational chart showing the reporting structure of the selected position, a duty statement outlining the proposed duties of the temporary assignment, a statement substantiating the need for the temporary (as opposed to full-time) position, and the completion of the [Departmental Rehire Request Form](#).

**Note:** Departments seeking an exception to the waiting period must first contact their CEO Budget Analyst for guidance on the appropriate process.

4. The Waiver must be signed by the retiree and the Departmental Human Resources Manager or designated representative and shall be included in the employee's Official Personnel File retained within the hiring department's Office of Human Resources section or ePR. A copy must be submitted to the LACERA's Advanced Payroll Unit by email or first-class mail.

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Email: [memberdocuments@lacera.com](mailto:memberdocuments@lacera.com)

Mailing address: LACERA  
Attention: Advanced Payroll Unit  
PO Box 7060  
Pasadena, CA 91109-7060

Any questions concerning this policy may be directed to the DHR Human Resources Departmental Support Division at (213) 400-5589 or [DHRPolicy@hr.lacounty.gov](mailto:DHRPolicy@hr.lacounty.gov).

## **ATTACHMENTS**

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- A. Condition of Post-Retirement Employment and Waiver
- B. PPG 505 - Frequently Asked Questions
- C. Template Letter - Retiree Reached 10-Day or 80-Hour Limit

## **RESOURCES AND AUTHORITIES**

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- [Retirement Law Book](#)
- [California Public Employees' Pension Reform Act of 2013](#)
- [California Government Code § 31680.6](#)
- [California Government Code § 31680.9](#)
- Los Angeles County Code, Civil Service Rules [3.03](#) and [17.01\(B\)](#)
- LACERA Board of Retirement Resolution 06-001, August 10, 2006
- Chief Executive Office memos: 120-Day Retirees (February 23, 2010); 120-Day Retirees, (December 2, 2009); New Rules Regarding Employment of Retirees, (October 5, 2007); New Process For Reinstatement of Retirees to a 120-Day Temporary Assignment (January 14, 2016)

## **DATE ISSUED/REVIEW DATE**

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Original Issue Date: March 30, 2004, as PPG 198  
Review Date: February 13, 2015  
Review Date: February 12, 2016  
Review Date: October 16, 2024



# County of Los Angeles

## CONDITION FOR POST-RETIREMENT EMPLOYMENT AND WAIVER

DEPARTMENT AND EMPLOYEE INFORMATION			
Department:			
Employee Name:		Employee Number:	

I, \_\_\_\_\_ retired from County service on \_\_\_\_\_.  
I desire to perform post-retirement work for the County of Los Angeles (County) while remaining on retired status, as provided in Government Code Section 7522.56 and other applicable laws and County policies. During this employment, there will be no suspension or termination of my retirement allowance and benefits if I comply with the foregoing authorities.

I understand and acknowledge as follows:

- That the duration of this employment with the County is limited to a maximum of 960 hours within a fiscal year.
- That violation of the 960-hour limit or other applicable requirements may cause reinstatement from retirement, the suspension of my LACERA retirement allowance and healthcare benefits, and collection of amounts by which I have been overpaid over the 960-hour limit.
- That I have no right to continued employment and that my employment may be terminated by the County at any time without cause.
- That I will not accrue service credit or otherwise acquire any additional retirement benefits from this employment, and I will not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the rate I am paid for my work.
- That, as a condition of this post-retirement employment, I certify that I have not received any unemployment insurance benefits within the last 12 months resulting from prior employment subject to Government Code 7522.56 with any public employer. If I have received such benefits, I shall immediately resign and will not be eligible for reappointment for 12 months.
- That, if I retired before reaching Normal Retirement Age, I did not have a prearranged agreement, either orally or in writing, before commencing retirement to return to work at the County in a position previously held prior to retirement or any other position.
- That I received, read, understand, and will abide by applicable post-retirement employment laws and regulations and County policies, including but not limited to those related to conflicts of interest.
- That I did not receive an incentive in connection with my retirement.

I have received and read, understand, and agree to the above conditions of my rehire by the County. All information that I have provided herein is true and correct.



# County of Los Angeles

## CONDITION FOR POST-RETIREMENT EMPLOYMENT AND WAIVER

EMPLOYEE CONFIRMATION	
Employee Signature _____	Date _____
Print Name _____	
Departmental Human Resources Manager or Designated Representative Signature _____	Date _____
Print Name _____	



## PPG 505 – APPOINTMENT OF RETIREES TO A 120-DAY TEMPORARY ASSIGNMENT Frequently Asked Questions

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### 1. What is the process for obtaining authorization to rehire a retiree to a temporary assignment?

**Answer:** The department's Chief Executive Office (CEO) [Budget and Operations Management Branch \(Budget Branch\) Analyst](#) is the first point of contact when seeking approval to rehire a retiree to County service for a temporary assignment. Each department's process varies on the number of required steps (i.e., additional documentation, meeting with cluster groups, etc.).

The online process includes submitting a request using the Ordinance Position Authority (OPA) in the electronic Personnel Action Request (ePAR) system. Approvals from the CEO Classification and Compensation Division (Class/Comp Division) and CEO Budget Branch are needed.

The department submits an Employee Status Maintenance Transaction (ESMT) in the ePAR system and workflows the approval to CEO Position Control who checks if the department has:

1. An OPA approved by the CEO and
2. A *Departmental Rehire Request Form* approved by the Departmental Human Resources Manager.

If the ESMT has both documents, then CEO Position Control approves and submits the ESMT.

**Note:** When the retiree's rehire date is within 6 months of the retirement date, the CEO conducts additional checks to ensure the retiree qualifies for an exception to the 180-day waiting period requirement.

### 2. Are departments required to obtain CEO approval to renew a current 120-day retiree for an upcoming fiscal year?

**Answer:** Yes. Departments are required to contact their CEO Budget Analyst and submit a request for renewal of a retiree returning for another fiscal year(s).

### 3. Is the completion of a new Waiver needed for renewal of a 120-day retiree?

**Answer:** Yes. Retirees should complete a new Waiver each new fiscal year which is to be included in the employee's Official Personnel File or electronic Personnel Record (ePR) system within the hiring department's Human Resources section, and a copy must be sent to LACERA.

### 4. Is there a directory for who departments should contact in CEO?

**Answer:** Yes. The CEO analysts assigned to assist each department are provided in the directories below, which are also posted at <https://my.lacounty.gov/departmental-budget-instructions/#ceodirectories>.

- [CEO Budget Analysts](#)
- [CEO Classification/Compensation Analysts](#)

### 5. What does "bona fide separation of service" mean?

**Answer:** In order to maintain the County's tax-qualified status, LACERA may only pay retirement benefits to those members who have left active employment. The Internal Revenue Service (IRS) uses the term "bona fide separation" to describe an employee who has left employment. They require that:

1. Employers may not enter into an oral or written prearranged agreement with a member who retires before reaching the Normal Retirement Age to return to County service for the position previously held or any other position before retirement.
2. Employers must terminate the employment relationship before paying retirement benefits.

### 6. What does a "prearranged agreement" mean?

**Answer:** An employee who retires before reaching the Normal Retirement Age may not enter into an oral or written prearranged agreement to return to County service for the position previously held or any other position before retirement. If there is a prearranged agreement, there is no real separation and may be perceived, at best, as a leave of absence.

For example, if a member is considering an "early" retirement (before reaching the Normal Retirement Age), they may not have an oral or written prearrangement to return to work after retirement to their previous position or any other position and continue to receive pension benefit payments. An employee may not be terminated on Friday and be rehired the following Monday. The employee is deemed by the IRS to have never left employment. A bona fide separation from service must be at least a continuous 90-day break in service from the member's last date of employment before being reemployed by the County.

**7. What step is a retiree placed on upon reemployment in a temporary assignment?**

**Answer:** A retiree may be placed at any step (not necessarily the first step) of the salary range for the position, as determined by the Department Head, provided the salary does not exceed the retiree's previous salary and does not exceed the maximum step of the salary range of the classification assigned.

**8. Are rehired retirees eligible for sick leave?**

**Answer:** Retirees who are rehired pursuant to PPG 505 are not eligible for sick leave, vacation, or holidays. When placing a retiree to fill a temporary position, they should be placed on items that do not qualify for these benefits. California's paid sick leave law exempts retired annuitants working for governmental entities from paid sick leave benefits.

**9. Can a retiree complete performance evaluations as a supervisor?**

**Answer:** No. Because a retiree's assignment is temporary by nature, they generally cannot supervise employees on a full-time basis and therefore cannot prepare performance evaluations. A retiree may lead teams and assignments and provide input regarding an employee's performance for their performance evaluation. However, a retiree may not complete the actual performance evaluation.

On exceptional and rare occasions, a retiree may be assigned to supervise permanent County employees under special circumstances as approved by the Department of Human Resources and/or the CEO. In those circumstances, management will determine who will complete the performance evaluation before the retiree begins employment. The retiree may not complete the actual performance evaluation.

**10. Can a department begin the process of returning a retiree to County service prior to the employee's official retirement date?**

**Answer:** If an employee is retiring before reaching the Normal Retirement Age, departments may not submit any request through the ePAR system, start the Board Letter process, or make any prearrangements for the employee's return until after the employee's actual retirement date.

If an employee has already reached the Normal Retirement Age, departments may start the paperwork through the system and prepare the Board Letter since it is a lengthy process. A tentative retirement date is sufficient to initiate the paperwork and can be updated if the retirement date changes.

**11. A former employee has requested to return to County service as a retiree. Is the department under any obligation to grant their request?**

**Answer:** Discretion to rehire a former employee lies with the appointing authority, not the former employee or retiree. Additionally, retirees are not limited to the two-year reinstatement window from the date of separation prescribed by [Civil Service Rule 17.01\(A\)](#). Retirees who have left County service beyond two years are eligible for reemployment so long as the retiree possesses special skills or knowledge in which current staff could not be easily prepared or trained, or in critical positions where expertise is unavailable elsewhere in the department.

**12. Do safety officers need to abide by any waiting period before returning as a retiree?**

**Answer:** No. Under Government Code Section [7522.56](#) and PPG 505, a peace officer returning to perform public safety functions does not need to wait 180 days following retirement to return as a retiree. However, a continuous 90-day break in service is still required if the employee retires before reaching the Normal Retirement Age.

**13. How does a department obtain an exemption from the 180-day waiting period for a critical-needed position?**

**Answer:** The department's CEO Budget Analyst is the first point of contact when seeking an exemption from the 180-day waiting period requirement.

Generally, departments will be instructed to submit a formal Board Letter to their CEO Budget Analyst, sufficiently justifying the need to waive the 180-day waiting period as required under Government Code Section [7522.56](#). The Board Letter, with the CEO's recommendation (Budget Branch and Class/Comp Division), will be forwarded to the Board for approval. Once Board approval is obtained in a public meeting (without placement of the matter on the consent calendar), the letter should be submitted to LACERA.

**14. What tools are available for departments to monitor a 120-day retiree's work time limit?**

**Answer:** There are various tools and resources available to the retiree and hiring department.

1. The *120-Day Retirees Report* is located in the **On Demand** section of the Personnel Administration folder in the eHR Cognos Reports Portal. Departments may download this report, which provides information regarding rehired retiree's assignments and the hours worked in the current month and current fiscal year. The report is a useful tool to assist

departments with monitoring time limits for retirees. For assistance with downloading the report, please contact [BENCOMPOLICY@ceo.lacounty.gov](mailto:BENCOMPOLICY@ceo.lacounty.gov).

2. LACERA has implemented a new notification process to assist members hired to a temporary assignment. When LACERA receives reported work hours from the Auditor-Controller for a reemployed retiree under sub-item “FR” or any other temporary item with the suffix “R,” LACERA will send the retiree and the hiring department an *Introduction Letter* as well as the [120-Day Rule Infographic](#). Additionally, a *Rehired Retiree Hours Limits Reached Letter* will be sent to the retiree with a copy to the department once the retiree reaches 50%, 75%, and 90% of the allotted 960 hours.

In accordance with [Government Code § 31680.9\(g\)](#), **departments are required to provide written notification to retirees when they are within 10 business days or 80 hours of the time allotment pursuant to PPG 505.** The *Rehired Retiree Hours Limited Reached Letters* from LACERA to retirees cannot be used in place of a departmental-issued notification. Departments are to assume responsibility for this requirement.

3. Retirees are encouraged to set up a *My LACERA* portal account to review hours worked in the fiscal year. A new information box from the Auditor-Controller will inform the retiree of their reported hours.

Sample of information box shown below:



Retirees may visit *My LACERA* at <https://home.mylacera.com> to set up their portal account or email [welcome@lacera.com](mailto:welcome@lacera.com) for assistance.

**15. Is it possible to extend the 960-hour limit per fiscal year?**

**Answer:** No. Temporary appointments of retirees shall not exceed 960 hours (120 days) in any one fiscal year. Exceeding the time limit is a violation of State law, federal tax rules, LACERA rules, and County policy. Such failure may result in severe consequences to the retiree, including but not limited to LACERA's termination or suspension of retirement and health benefits, retroactive loss of retirement and health benefits, collection of the overpayment for the excess hours the retiree worked, disciplinary action, and/or release from employment. Such failure may also result in severe negative consequences to LACERA's retirement fund, including jeopardizing the qualified, tax-deferred status of the County's retirement system under federal tax law, which may create adverse tax consequences for all active and retired County employees. Given the severity of the consequences to the retiree and the department, such failure on the part of the chain of command may result in disciplinary action.

**16. Can a retiree work in multiple departments at the same time?**

**Answer:** The retiree may work in one or more County departments. However, departments must collaborate and monitor the retiree's hours and days to ensure the retiree's total hours do not exceed 960 per fiscal year.

The information box located on the *My LACERA* portal account displays all hours combined counted towards the limited for the fiscal year. It does not provide a breakdown by department. The only exceptions are hours worked as a Board member and being paid per diem. Those items are not counted towards the 960-hour limit.

## Department Letterhead

September 10, 2024

[First Name] [Last Name]  
[Address Line 1]  
[Address Line 2]  
[Address Line 3]

### **APPOINTMENT OF RETIREE TO 120-DAY TEMPORARY ASSIGNMENT WRITTEN NOTICE OF REPORTED HOURS**

Dear [First Name] [Last Name]:

As a rehired retiree working for the County of Los Angeles in a temporary capacity, your appointment is subject to the County Employees Retirement Law (CERL), the Public Employees Pension Reform Act (PEPRA), and Countywide Policies, Procedures and Guidelines No. 505, *Appointment of Retirees to a 120-Day Temporary Assignment*.

Temporary appointment as a rehired retiree shall not exceed 960 hours (120 days) in any one fiscal year. A fiscal year starts July 1<sup>st</sup> and ends June 30<sup>th</sup>.

**Our records indicate that as of [Accrual Date] for the fiscal year ending June 30, [YEAR], you are approaching 10 business days, or 80 hours, towards the 960-hour limit allowable under PEPRA (Government Code Section 7522.56).**

It is imperative that your temporary appointment remains compliant with the laws governing post-retirement employment. Noncompliance may result in your reinstatement from retirement, suspension of your LACERA retirement allowance and healthcare benefits, and the reimbursement to LACERA of any retirement allowance improperly received.

Please reach out to your supervisor and Human Resources Office as soon as possible to discuss the conclusion of your temporary appointment for this fiscal year, and, if appropriate, the feasibility of renewing your temporary appointment for the next fiscal year.

Should you have any questions, please contact me or First Name and Last Name, Title, at (###) ###-#### or email@dept.lacounty.gov.

Sincerely,

TITLE