



**WINDHAM SCHOOL
DISTRICT**

NUMBER: SD-07.17 (rev. 2)
DATE: November 6, 2025
PAGE: 1 of 2
SUPERSEDES: SD-07.17
April 17, 2015 (rev. 1)

SUPERINTENDENT DIRECTIVE

SUBJECT: EMPLOYMENT OF RETIREES

AUTHORITY: Tex. Gov't Code § 825.4092; 34 Tex. Admin. Code §§ 31.3, 41.4;
Windham Board Policy (WBP)-03.02, "Windham School District
Superintendent Responsibilities and Authority"

APPLICABILITY: Windham School District

EMPLOYMENT AT WILL CLAUSE:

This policy does not constitute an employment contract or guarantee of continued employment and does not create a legally enforceable interest or limit the superintendent's authority to implement personnel policies. Windham School District (Windham) reserves the right to revise this policy at any time.

POLICY:

Retirees of the Teacher Retirement System of Texas (TRS) or the Employees Retirement System of Texas (ERS) (together "retirees") are eligible for employment or re-employment consideration for in accordance with this directive.

PROCEDURES:

I. Disclaimer

Retirees are responsible for being aware of and understanding the consequences of employment with Windham, which may include loss of monthly retirement annuity, and/or the requirement to reimburse the contribution(s) (surcharge(s)) Windham is required to pay to TRS when employing retirees, if applicable.

II. Application Procedures

A retiree seeking employment with Windham must follow the normal application process for the position sought, and indicate their retiree status on the application.

III. Required Periods of Separation

- A. A TRS or ERS retiree must be separated from employment for at least one full calendar month after the effective date of retirement before applying for Windham employment.

Example: If the retiree's effective date of retirement was July 15, one full calendar month would end August 31.

TRS retirees who retired from a TRS-covered employer after January 1, 2021, may forfeit his or her annuity by reemploying with Windham full time prior to a 12 consecutive-calendar month break in service. However, returning to work in half-time or substitute positions, only a one-month break in service is required.

- B. If a TRS or ERS retiree is the final applicant for a position, Windham Human Resources department (HR) will verify the required period of separation.

IV. Surcharge Payments

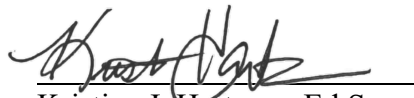
- A. Pension Surcharge

While employing a TRS retiree for more than 92 hours per month, Windham is required to pay a monthly pension surcharge to TRS, based on a percentage of the compensation paid to the employee. A TRS retiree is responsible for reimbursing this surcharge through payroll deduction. The percentage of compensation paid as a surcharge will be specified on the job posting.

- B. TRS-Care Surcharge

While employing a TRS retiree who is and will continue to be covered under TRS-Care while employed with Windham, Windham is required to pay a monthly TRS-Care surcharge, which currently is \$535.00. A TRS retiree to which this surcharge applies is responsible for reimbursing the surcharge amount through payroll deduction. The amount of monthly TRS-Care surcharge will be specified on the job posting.

The surcharges do not apply to TRS retirees who retired prior to September 1, 2005.


Kristina J. Hartman, Ed.S.
Superintendent
Windham School District