



# Memorandum - Request to Hire Retiree

Date: \_\_\_\_\_

TO: Jeff Pelton

FROM: \_\_\_\_\_

SUBJECT: Request to Hire Retiree - ( \_\_\_\_\_ )

**Justification for Request:** *Identify the justifiable need.*  
*[Please include factors such as: exceptional expertise or specialized certification needed to complete the work or critical phase of a project; public safety, department-wide hiring freeze, etc.; and, include a brief description of the ramifications to the department's completion of a critical project should the retiree not be rehired at this time.]*

|                      |                     |                   |
|----------------------|---------------------|-------------------|
| Region / HQ Division | Name of Retiree     | Job Class Title   |
| Position Number      | Expected Start Date | Expected End Date |

**HR Section:**

|   |                 |  |  |
|---|-----------------|--|--|
| Retirement Date   | Retirement Plan | Is WSDOT position DRS eligible?  | Is appointment anticipated to be PEBB Benefits Eligible? |
| Has retiree been separated from state employment for the required number of days per applicable DRS retiree return-to-work reporting chart? |                 | Hours eligible to work per calendar year before their pension is terminated<br>PERS Plan 1/2/3 = 867<br>Other DRS Plan: Hours when benefit stops _____ |  |

cc: Personnel File  
 HR Representative

**Concur:**

\_\_\_\_\_  
 Jeff Pelton  
 Director, Office of Human Resources & Safety

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Senior Staff

\_\_\_\_\_  
 Date