

HR/LR Policy 1408

Post-Retirement Option

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Authority: Enterprise Human Capital

OVERVIEW

Objective

To provide instruction to state agencies seeking to develop Post-Retirement Option (PRO) positions for eligible individuals, and to inform employees considering or appointed to PRO positions about requirements and responsibilities.

PRO is a type of limited-duration unclassified appointment that may be offered to certain eligible individuals to work for a state agency after retirement from state or Metropolitan Council employment.

Policy Statement

Agencies may develop PRO positions to provide limited duration, non-permanent employment to eligible individuals in order to complete project work or other short-term work. Before extending an offer of a PRO appointment, state agencies must first verify that the individual meets all eligibility criteria for the PRO position. All PRO positions are in the unclassified service per MS 43A.346.

Eligibility for compensation and benefits must be determined for each individual PRO appointment. Individuals hired for PRO positions may qualify for insurance benefits; agencies must closely review eligibility.

Scope

This policy applies to executive branch agencies, as defined in Minnesota Statutes, section 43A.02, subdivision 22, and includes the Minnesota State Retirement System, the Public Employees Retirement Association, the Teachers Retirement Association, and the Minnesota State Colleges and Universities System.

Definitions and Key Terms

Abbreviations/Acronyms

COBRA – Consolidated Omnibus Budget Reconciliation Act
ERI – Early Retirement Incentive
FMLA – Family and Medical Leave Act
HCSP – Health Care Savings Plan
OLA – Office of Legislative Auditor
MMB – Minnesota Management & Budget
MSRS – Minnesota State Retirement System
PERA – Public Employees Retirement Association

PRO – Post-Retirement Option
SEGIP – State Employee Group Insurance Program
TRA – Teachers Retirement Association

Eligible Employee

A terminated state employee who meets the requirements of the following four clauses:

- (1) for at least the five years immediately preceding separation under clause (2), was regularly scheduled to work 1,044 or more hours per year in a position covered by a pension plan administered by MSRS or PERA; AND
- (2) terminated state or Metropolitan Council employment; AND
- (3) at the time of termination under clause (2), met the age and service requirements necessary to receive an unreduced retirement annuity from the plan and satisfied requirements for the commencement of the retirement annuity or, for a terminated employee under the unclassified employees retirement plan, met the age and service requirements necessary to receive an unreduced retirement annuity from the plan and satisfied requirements for the commencement of the retirement annuity or elected a lump-sum payment; AND
- (4) agrees to accept a PRO position with the same or a different appointing authority, working a reduced schedule that is both (i) a reduction of at least 25 percent from the employee's number of previously regularly scheduled work hours; and (ii) 1,044 hours or less in state service over a consecutive 12 month period.

Terminated State Employee

A person who occupied a civil service position in the executive or legislative branch of state government, MSRS, PERA, or OLA, or a person who was employed by the Metropolitan Council.

Unreduced Retirement Annuity

Vested employees receive the full retirement annuity amount on a monthly basis at age 66 or older; or as computed under a provision of law which permits retirement, without application of an earlier retirement reduction factor, whenever age plus years of allowable service total at least 90.

Exclusions

N/A

Statutory References

M.S. 43A.346 Post-Retirement Option

Table of Contents

Overview	1
Objective	1
Policy Statement	1
Scope	1
Definitions and Key Terms	1
Exclusions	2
Statutory References	2
GENERAL STANDARDS AND EXPECTATIONS	4
I. Employee Eligibility	5
II. Agency Responsibilities at Time of Termination	7
III. Employee Responsibilities at Time of Termination and Before Accepting a PRO Appointment	8
IV. Appointing Authority for PRO Position: Establish New Position	9
V. Insurance	10
VI. Compensation and Benefits	12
VII. Agreement Form	14
VIII. Modify or Renew PRO Agreement	15
IX. Separation from PRO	17
RESPONSIBILITIES	18
Agencies are responsible for:	18
MMB is responsible for:	18
Employees are responsible for:	18
References	18
Contacts	19

GENERAL STANDARDS AND EXPECTATIONS

These materials are specific to PRO appointments established by M.S. 43A.346. For hiring and employment of former state agency employees under other provisions (e.g., emergency and temporary appointments), agencies should apply policies and procedures appropriate for those appointment types.

Employees covered under the Teacher's Retirement Association (TRA) are not eligible for PRO positions under M.S. 43A.346, but may be eligible to return to work under different statutory provisions. Please refer to M.S. 354.444.

I. Employee Eligibility

No terminated state employee is entitled to a PRO position. Appointing authorities have sole discretion to determine if, and the extent to which, a PRO position is available.

Eligible employees may be offered PRO positions in their former agency or in a different agency. PRO positions are in the unclassified service and are not subject to posting and bidding, seniority, claiming, and other labor contract or compensation plan requirements for filling classified vacancies.

Verifying Employee Eligibility

Before offering a PRO position, the appointing agency must verify that **all** of the following criteria are satisfied:

1. The individual is an eligible employee (outlined under definitions).
2. The following rules regarding offering a PRO position are followed:
 - a. **Offering a PRO position to a terminated state employee under age 62:** The appointing authority cannot make a written or oral offer of a PRO position until at least **thirty (30)** calendar days after the individual terminated employment. This provision is necessary for compliance with federal IRS requirements. Failure to comply can lead to serious penalties for both individual pensions and the pension plans.

To count 30 calendar days, day one is the day following the employee's last working day. For example:

- The last working day is August 1,
- August 2 starts the 30 calendar day count. So, days 1-30 are August 2-31. The 30-day break in service begins on the effective date of retirement/separation,
- The earliest date for any written or oral offer of a PRO position, and the earliest possible effective date on the PRO agreement, is September 1.

The PRO appointment may not begin until the PRO agreement form is completed and signed by all required parties. The agreement may not be backdated. The effective date of the agreement must be the first day the person actually starts work in the PRO position. Therefore, the earliest possible effective date on the PRO agreement must be 30 calendar days or more after the last working day.

- b. **Offering a PRO position to a terminated state employee age 62 or older:** The appointing authority can make the offer of a PRO position at any time before or after the individual terminates employment. There must be a break of at least one calendar day between the last working day and the first day of the PRO appointment.

To count the break in service, the break is the day following the employee's last working day. For example:

- the last working day is August 1,
- the one-day break in service is August 2, which is the effective date of retirement/separation,
- the PRO appointment can begin August 3 or after.

3. If the individual was appointed to multiple state positions, they must be separated from all of them prior to receiving an offer of a PRO appointment if the employee is under age 62 or before the start of the PRO appointment if the employee is age 62 or older, and must be in separated, retired, or terminated status in SEMA4.

4. The PRO appointment will not exceed the individual's five-year limit on total PRO employment statewide.

II. Agency Responsibilities at Time of Termination

When the employee terminates employment, the employing agency at the time of termination must provide the employee with the appropriate retiree continuation coverage election information and application materials. This includes directing the employee to SEGIP and providing information about deadlines to make their election. The agency is also responsible for vacation liquidation, severance pay, compensatory pay and any other benefits provided by the labor contract or compensation plan applicable to the employee's terminated appointment.

At the time of termination from employment, eligible employees must decide whether to enroll in SEGIP retiree health insurance coverage. Agencies should remind employees to contact SEGIP at 651-355-0100 to determine what benefits may be elected, the effective dates, and to understand the process of putting retirement benefits on hold. Agencies should remind employees to contact the appropriate retirement plan at MSRS at 651-296-2761 for requirements and instructions.

No agency can require an employee, as a condition of a future PRO appointment, to waive any rights under the applicable labor contract or compensation plan to which the employee is otherwise entitled by virtue of their terminated appointment.

III. Employee Responsibilities at Time of Termination and Before Accepting a PRO Appointment

The employee must:

1. Terminate state agency employment (from all positions if the employee has multiple appointments).
 - Make retiree health insurance elections within 30 days of retirement. At the time of separation, eligible employees must decide whether to enroll in SEGIP retiree health insurance coverage. Employees who are eligible to do so, but who do not elect retiree health insurance coverage within 30 days of initial retirement, are not eligible to enroll following their PRO service.
 - Contact SEGIP before starting a health insurance-eligible PRO appointment. When a retiree is approved for a PRO appointment that is eligible for health insurance, they should contact SEGIP before they begin their PRO appointment and no later than their first day. SEGIP will outline benefits they can elect, the effective dates, and the process of putting retirement benefits on hold. Contact SEGIP at 651-355-0100.
2. Satisfy retirement plan requirements to qualify for an unreduced retirement annuity (or, for an employee under the unclassified plan, satisfy requirements to qualify for an unreduced retirement annuity or elect a lump sum payment). The employee should contact the appropriate retirement plan at MSRS at 651-296-2761 for requirements and instructions.
3. Meet all PRO eligibility requirements and accept the offered PRO position.

IV. Appointing Authority for PRO Position: Establish New Position

All PRO positions are in the unclassified service per MS 43A.346, and are intended to accomplish project work or other short-term work. Agencies must have processes in place to document the need for, and purpose of, each PRO position.

The agency must establish a new position for the PRO appointment. Positions are represented unless excluded as managerial, confidential, insufficient work time, or for one of the other reasons specified in Minnesota Statutes Chapter 179A. Normal job audit policies and procedures apply to documentation, review and approval of position classification, and bargaining unit designation for PRO positions.

Agencies may use their internal recruitment and selection processes to fill PRO positions. Former employees who meet the eligibility requirements may be appointed to PRO positions.

PRO positions are not entered into the state hiring system (Recruiting Solutions). PRO positions are in the unclassified service per MS 43A.346, and are not subject to posting and bidding, seniority, claiming, and other labor contract or compensation plan requirements for the filling of classified vacancies. As unclassified appointments, PRO appointments are at-will and may be terminated at any time at the discretion of the appointing authority.

A PRO appointment may be for an initial period not to exceed one year and may be for less than one year.

The PRO work schedule must be both:

1. A reduction of at least 25 percent from the number of regularly scheduled hours immediately preceding retirement (the PRO work schedule for former full-time employees must average no more than 60 hours per pay period) and
2. 1,044 hours or less in state or Metropolitan Council service in any PRO appointment in any 12-month period. M.S. 43A.346, subd. 2(4). Hours worked or paid leave substituted for regularly scheduled hours (including holiday pay) are counted in the 1,044 hours. Premium pay is not counted. The design of the work schedule may also be affected by the labor contract or compensation plan applicable to the PRO position and by agency policy (e.g., flextime).

Within these parameters, the agency and employee may agree to whatever schedule best suits accomplishing the position's responsibilities. The employee should have an established work schedule; however, the hours worked may fluctuate slightly within the established schedule. If the employee is eligible for the employer contribution for insurance benefits through SEGIP, agencies should ensure that schedule deviations do not impact such eligibility.

The work schedule must be included in the written PRO agreement. It must include sufficient detail so that the agency and employee have a clear and mutual understanding of the hours, days, and months to be worked. The PRO agreement must be amended to reflect changes in the work schedule (see "Modify or Renew PRO Agreement"). During the initial period, the conditions of employment (e.g. rate of pay or hours to be worked each week) specified in the written PRO offer may not be modified without the consent of the employee, unless a change is required by law or the applicable labor contract or compensation plan. As unclassified appointments, PRO appointments are at-will and may be terminated at any time at the discretion of the appointing authority. Termination does not require the consent of the employee.

V. Insurance

PRO appointees may qualify for one of two PRO insurance benefits, consisting of a contribution to:

1. HCSP administered by MSRS or
2. Health insurance benefits offered through SEGIP

Eligibility for these contributions is determined by the scheduled hours and duration stated in the PRO agreement and whether or not the individual is receiving a state-paid employer contribution for insurance. Some participants will not qualify for either PRO insurance benefit.

A PRO appointee is eligible for:

- HCSP contribution. If the employee is not receiving a state-paid employer contribution to health insurance. The appointing agency must call SEGIP at 651-355-0100 to verify that the employee is not receiving a contribution for health coverage offered through SEGIP. If the appointee qualifies for HCSP, review “Contribution to MSRS HCSP Account” below.
- Employee health coverage with full employer contribution. If the employee begins the PRO appointment within 13 weeks of the employee’s separation date (or 26 weeks for an educational institution), the employee may be within the Stability Period as a full-time employee under ESR/ACA and eligible for the full employer contribution. An employee in a stability period as a full-time employee will remain eligible for the full employer contribution until they measure less than full-time.
- Employee health coverage with a partial employer contribution. If the agreed-upon schedule is 1,044 hours during any period of 12 consecutive months, subject to the provisions of the labor contract or compensation plan covering the PRO position.

A PRO appointee may waive (or decline) an offer of an employer contribution toward health coverage offered through SEGIP and receive the HCSP contribution.

If the appointment qualifies and the contribution is not waived (declined) by the PRO appointee, review “Contribution to SEGIP Employee Health Coverage” below.

Contribution to MSRS HCSP Account

The contribution amount is determined by the formula specified in law:

- The employee’s percent time (annual hours divided by 2,088) times the employer contribution for employee-only health and dental coverage times 1.5.
- Refer to the Employer Contribution Schedule for Post-Retirement Option Employees on the [MMB - SEGIP HR Processes and Policies](#) website. The schedule specifies the dollar amount of the employer contribution based on the eligible hours worked in the PRO position. This includes all eligible hours between the start and end dates of the PRO appointment that just ended.

Eligible hours include all regular hours worked, vacation, sick leave, and compensatory time taken, straight time overtime, and holiday hours paid on a regularly scheduled day of work. However, the agency must deduct any periods that the participant was receiving a state contribution to retiree insurance under an Early Retirement Incentive (ERI) or enhanced separation plan (e.g., Corrections Early Retirement) or any other state paid contribution or offer of a contribution towards health and dental coverage through SEGIP.

An HCSP contribution is made at the end of each PRO appointment, whether or not the PRO appointment is being renewed for additional time. PRO participants should contact MSRS at 1-800-657-5757 or visit [MSRS - Returning to Work](#) regarding accessing contributions to their HCSP accounts.

PRO participants who have post-retirement coverage through SEGIP follow the same procedures for billing, payment, etc. as other retirees. SEMA4 payroll deduction is not available for employee contributions to continue SEGIP retiree or COBRA coverage.

Contribution to SEGIP Employee Health Coverage

PRO appointees who elected to continue health coverage offered through SEGIP as retirees (including those with coverage under an ERI) may choose to either continue post-retirement coverage or suspend it while they participate in SEGIP as an active employee. PRO appointees may not enroll in coverage offered through SEGIP as both an active employee and a retiree.

Enrollment Choices

PRO appointees have the same enrollment choices, procedures, and deadlines as other employees who qualify for SEGIP coverage. All offers of coverage made to a PRO appointee are subject to the same waiting period that applies to other rehires. Generally, coverage is effective 35 days after the date of appointment, or immediately if the appointee has returned to work within 13 weeks of their separation (or 26 weeks for an educational institution) and is in a Stability Period as a full-time employee under ESR/ACA. COBRA and retiree coverage may be used during the waiting period (if elected within the proper timeframes), but participants should be careful not to terminate other coverage before the waiting period ends.

PRO appointees face multiple enrollment choices, deadlines, and coverage effective dates for active employee coverage, retiree coverage (both under and over age 65), and COBRA. They may also have to choose whether to continue or suspend retirement coverage offered through SEGIP. Employees should call SEGIP (651-355-0100) no later than the first day of the PRO appointment for assistance in making these decisions. SEGIP staff will explain the options and take the steps necessary to implement and coordinate the employee's decisions.

Employer and Employee Contributions during PRO

The amount of the employer contribution is determined by the labor agreement or compensation plan governing the PRO position, and whether the employee is within an ESR Stability Period making them eligible for an employer contribution. Employees participating in SEGIP active health coverage through their PRO appointment must pay the required contributions through SEMA4 payroll deductions. Payroll deductions are not available to make required payments for SEGIP retiree or COBRA continuation coverage.

The same FMLA and COBRA continuation rules, policies, and procedures apply to those enrolled in SEGIP employee coverage through a PRO appointment as to other active employees enrolled in SEGIP.

Restoration of Retiree Coverage after PRO

When a PRO appointee becomes ineligible to participate in SEGIP active employee coverage they may need to reactivate their retiree coverage. A PRO appointee may lose eligibility for active employee coverage when the PRO appointment ends, or when the duration or schedule is changed.

PRO appointees must contact SEGIP as soon as practicable, but no later than 30 days after the change or separation, to reactivate retiree coverage. PRO appointees who continued post-retirement SEGIP coverage under an ERI should contact SEGIP if the ERI benefit ends during the PRO appointment. Employees may contact SEGIP at 651-355-0100.

VI. Compensation and Benefits

Eligibility for compensation and the benefits outlined in this section is based on each individual PRO agreement. Once a new agreement is in place (including renewals), eligibility and accruals are based on the PRO agreement. The benefits from a previous PRO appointment may continue on a renewal with no break in service, subject to the labor contract or compensation plan covering the PRO position.

Salary

Normal policies and procedures for salary setting and approval apply to PRO appointments. There should be no expectation that the individual will earn their pre-retirement salary upon appointment to a PRO position. PRO positions are temporary and may be at a different classification and compensation level from the employee's pre-retirement position. Under no circumstances may an employee be appointed to a PRO position at a salary rate that exceeds the maximum of the range. Salary increases, overtime, and other compensation are governed by the labor contract or compensation plan covering the PRO position.

Vacation

Length of service, accrual, part-time proration, and use are subject to the provisions of the labor contract or compensation plan covering the PRO position.

Sick Leave

Accrual, part-time proration, and use are subject to the provisions of the labor contract or compensation plan covering the PRO position. Use is also subject to state law (e.g., M.S. 181.9413) to the extent the PRO appointee is eligible under that law. The labor contract or compensation plan may also provide restoration of any sick leave hours not liquidated as severance pay at the time of retirement.

Holidays

Eligibility and proration for fixed and floating holidays are subject to the provisions of the labor contract or compensation plan covering the PRO position.

Leaves of Absence

Eligibility, duration, application, approval, etc. are subject to the provisions of the labor contract or compensation plan covering the PRO position or applicable law.

Workers' Compensation

Coverage, policies, procedures, reporting, etc. are the same as for other state agency employees.

Retirement

The employee earns no state retirement service credit during PRO appointments. Neither the employee nor the agency makes contributions to state retirement. However, wages are subject to Social Security and Medicare withholding and employees continue to earn credit towards Social Security.

Pension

While in the PRO position, the employee's MSRS or PERA annuity is not subject to reduction under the provisions regarding reemployed annuitants (M.S. 352.115, subd. 10, for MSRS or M.S. 353.37 for PERA). The employee is responsible for knowing the amount of the unreduced annuity and contacting the appropriate retirement system if payments appear to be incorrect.

VII. Agreement Form

All PRO agreements must be documented on the Post-Retirement Option (PRO) Agreement form and signed by the employee, a representative of the state retirement system (MSRS or PERA), and the appointing authority prior to the effective date of the appointment.

Carefully review the information in this policy under Employee Eligibility, Agency Responsibilities at Time of Termination, and Employee Responsibilities at Time of Termination and Before Accepting a PRO Appointment prior to offering a PRO appointment to an employee and completing the PRO Agreement Form. Eligibility criteria for the PRO appointment are statutory and cannot be modified.

The agency and employee should each receive a copy of the PRO agreement. The agency must also provide signed copies of the agreement to the employee's state retirement system, the MMB Employee Insurance Division, and MMB SEMA4 HR Specialist. Any related documentation (verification of the employee's eligibility, position description, etc.) should be retained by the agency.

A new agreement form should be completed when a PRO appointment begins, and when the conditions of a PRO appointment are modified or renewed. PRO appointments are at-will and may be terminated at any time at the discretion of the appointing authority. Termination does not require a new agreement form.

VIII. Modify or Renew PRO Agreement

Modification of an existing PRO agreement

While an initial PRO agreement is in effect, the conditions specified in the written offer may only be modified with the employee's consent unless a change is required by law or the applicable labor contract or compensation plan. The agency should notify the employee in writing of any revision resulting from law or labor contract or compensation plan.

Modification of the conditions of a PRO agreement requires a new Post-Retirement Option Agreement form that documents the amendments and contains the necessary signatures. The agency and employee each receive a copy of the signed agreement. The agency is responsible for providing a copy of the signed agreement to the employee's state retirement system, MMB Employee Insurance Division, and MMB SEMA4 HR Specialist. Depending on the nature of the revisions, corresponding changes to SEMA4 position and/or job records may also be necessary.

As unclassified appointments, PRO appointments are at-will and may be terminated at any time at the discretion of the appointing authority. Termination does not require the consent of the employee or a new agreement form.

When an initial PRO agreement ends, the appointing authority has sole discretion to determine if the offer of a PRO will be renewed with or without modifications, or if the PRO position will be terminated.

Renewal (with or without modification)

PRO positions may be renewed for a period of up to one year at a time, not to exceed a total duration of five years. Additionally, an employee may not be employed in one or a combination of PRO positions (including for different agencies) for more than a total of five years.

The appointing authority has sole discretion to determine whether a PRO agreement will be renewed, renewed with modifications, or terminated. In order to be considered a renewal of a PRO agreement, there must be no break in service between the end of the current agreement and start of the renewal agreement. If there will be a break in service between one agreement and the next, or if the appointing authority decides not to renew the PRO appointment, see additional information in this policy under Separation from PRO.

Each PRO appointment is considered a separate appointment, so a new PRO agreement form is required to document a renewal, even if the conditions of the agreement stay the same. Both the appointing authority and employee must sign the new PRO agreement. The agency also makes the necessary SEMA4 entries. For example, modifying the work schedule may affect Standard Hours and FTE fields in both position and job records.

The agency and employee each receive a copy of the signed renewal agreement. The agency is responsible for providing a copy of the signed renewal agreement to the employee's state retirement system, MMB Employee Insurance Division, and MMB SEMA4 HR Specialist.

Liquidation of Accrued Vacation

Vacation accruals will be liquidated as specified in the labor contract or compensation plan covering the PRO position.

Severance and Health Care Savings Plan

Severance payments are made as specified in the labor contract or compensation plan covering the PRO position.

If the employee qualifies for an employer contribution to the MSRS Health Care Savings Plan, the agency must also make the contribution for the PRO agreement that has concluded.

SEGIP Employee Coverage

Each PRO appointment, including a renewal, is considered a separate appointment for insurance benefits. Therefore, if the employee was eligible for SEGIP-administered health coverage in the previous PRO appointment and the renewed PRO appointment does not meet the eligibility requirements for these benefits, the employee will no longer retain them unless the employee returns to work within 13 weeks of their separation (or 26 weeks for an educational institution) and is in a Stability Period as a full-time employee under ESR/ACA.

Employees who elected SEGIP-administered retiree health coverage at the time of retirement may:

- elect COBRA,
- reactivate retiree coverage that was put on hold, or
- discontinue coverage.

To reactivate retiree coverage, individuals must contact SEGIP at 651-355-0100 as soon as practicable, but no later than 30 days after the change is effective, to ensure continuity of coverage. Employees who did not elect SEGIP-administered retiree health coverage within 30 days of their retirement cannot enroll now. They are eligible only for COBRA.

IX. Separation from PRO

Employees are considered to have separated from their PRO appointment if they resign, if the PRO appointment is terminated at the discretion of the appointing authority, if the PRO appointment is not renewed, or if there is a break between a PRO appointment and subsequent PRO appointments.

The appointing authority must liquidate any vacation balance as specified in the applicable labor contract or compensation plan. Consult labor contract or compensation plan provisions for eligibility for severance pay.

If the employee qualifies for an employer contribution to the MSRS Health Care Savings Plan, the agency must make the contribution for the PRO appointment that has concluded.

If the employee has SEGIP coverage that terminates, entering the separation in SEMA4 will generate a COBRA notice. Employees who elected SEGIP-administered retiree health coverage at the time of retirement should reactivate suspended retiree coverage. To reactivate retiree coverage, individuals must contact SEGIP (651-355-0100) no later than 30 days after the separation but are encouraged to call SEGIP in advance to ensure continuous coverage. Employees who did not elect SEGIP-administered retiree coverage within 30 days of their retirement cannot enroll now. They are eligible for COBRA. Basic Life may only be continued by re-electing Basic Life COBRA.

The appointing authority should provide the employee with information about the provisions regarding subsequent state or Metropolitan Council employment:

If a person has been in a post-retirement option appointment and accepts any other appointment in state or Metropolitan Council-paid service, in the subsequent state or Metropolitan Council-paid employment, the person may not earn service credit in the Minnesota State Retirement System or Public Employees Retirement Association, no employer contributions or payroll deductions for the retirement fund shall be made, and the provisions of section 352.115, subdivision 10, Retirement Annuity, or section 353.37, Reemployment of Annuitant, shall apply. M.S. 43A.346, subd. 10.

RESPONSIBILITIES

Agencies are responsible for:

Following this policy, developing and implementing internal agency policies and procedures for creating PRO positions, and ensuring that individuals offered a PRO position meet all eligibility requirements.

Providing signed, completed PRO agreement forms to the employee's retirement system (email: eligibility.team@msrs.us), the MMB Employee Insurance Division (fax: 651-797-1313), and MMB SEMA4 HR Specialist (email: PRO_Appt.MMB@state.mn.us).

MMB is responsible for:

Updating this policy as necessary.

Employees are responsible for:

Following this policy when considering or accepting a PRO appointment.

REFERENCES

HR/LR General Memo 2021-1 Post-Retirement Option General Guidance and Information

HR/LR Procedure 1408P Post-Retirement Option

[Post-Retirement Option Agreement Form](#)

Employer Contribution Schedule for Post-Retirement Option (at [MMB - SEGIP HR Processes and Policies](#))

CONTACTS

PRO Appointments

For question about PRO appointments, agency Human Resources should contact their MMB Agency and Applicant Services representative.

Insurance

Agencies and employees call SEGIP at 651-355-0100.

Retirement

Agencies and employees contact the appropriate state retirement system.

MSRS: 651-296-2761 or toll free 1-800-657-5757

PERA: 651-296-7460 or toll free 1-800-652-9026

SEMA4

For questions about job and appointment records, agencies contact their SEMA4 HR Specialist at MMB.

For questions about processing HCSP contributions, agencies contact MMB staff at deductions.mmb@state.mn.us.