



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM HR14-18**

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: New Hire Retirement Certification Form

DATE: May 14, 2018

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As a result of the passage of Senate Bill 7026 (Ch. 2018-03, L.O.F.), which provides for the reemployment exception for school resource officers, the Division of Retirement has updated its Certification Form and Reemployment Tables, both of which are sent with this memorandum.

- Please discard any old forms and begin using the new form immediately.
- When a prospective employee signs a Certification Form, they are certifying that they have not retired from any State of Florida administered retirement plan.
- Your organization may be jointly liable for repayment of funds paid out if you hire a retiree in violation of re-employment after retirement provisions.
- To check to see if the prospective employee has received an Investment Plan distribution or retired from the Pension Plan *before* your office hires the person, please contact your Retirement Coordinator at JAC.
- Have each prospective employee sign and date a form before your hiring process is completed and an offer of employment is made.
- Keep the signed form in the employee's personnel file and send a copy to JAC with the employee's New Hire paperwork. Do not send to the FRS unless you are asked to do so.
- Forms are available online at <http://www.myfrs.com/pdf/forms/cert.pdf> and also on JAC's public website at <https://www.justiceadmin.com/HR/hrforms.aspx>

Please let me know if you have any questions.

Thank you.