

CONTENTS

[Key terms and definitions](#)

[Adjunct professors](#)

[Critical shortage](#)

[Steps to declare a critical shortage within higher education](#)

[Online enrollment processing](#)

RESOURCES

[RTW flowcharts](#)



This index provides information and procedures for higher education employers who elect to hire a retiree eligible for the 2022 RTW Law. Agencies should refer to Index 15.1 or 15.2 for information related to the employment of retirees affected by the 2010 or 2020 RTW laws.

The 2022 RTW Group is optional for retirees who:

- retired on or before June 30, 2020
- are at least age 62
- have at least 30 years of creditable service; and
- are directly employed as an adjunct professor, as defined in La. R.S. 11:710(A)(1), in a nursing program at a public post-secondary education institution where a critical shortage exists

Effective July 1, 2017, all return-to-work statuses with open enrollments (including the grandfathered group) with no monthly salary reporting will appear on the Contribution Exception Report for your agency as Enrolled Not Reported. If contribution reports have enrollments with no earnings for retirees, refer to Index 4.0 for reporting instructions.

La R.S. 11:710.2, effective June 17, 2022, introduced a new return-to-work law for TRSL retirees. This law, referred to as the 2022 RTW Law, establishes a critical shortage provision for public institutions of Higher Education. The information in this section is provided to help you understand the option available to retirees eligible for the 2022 RTW Law, as well as provide guidance regarding the enrollment of retirees and certain reporting requirements.

NOTE: The RTW laws apply to direct employment as well as employment by contract or corporate contract; however, the provisions of this index are only available to retirees who are directly reemployed.

Key terms & definitions

Employers should be familiar with the following terms and definitions that pertain to TRSL's return-to-work laws.

Adjunct professor, per La. R.S. 11:710

Any part-time faculty, including instructor, assistant professor, associate professor, or professor, assigned the professional activities of instructing pupils or conducting research at a public institution of post-secondary education.

CONTENTS

[Key terms and definitions](#)

[Adjunct professors](#)

[Critical shortage](#)

[Steps to declare a critical shortage within higher education](#)

[Online enrollment processing](#)

RESOURCES

[RTW flowcharts](#)



Critical shortage (higher education)

Higher education employers may declare a critical shortage when it has been determined there is a critical shortage of adjunct professors employed in a nursing program with a public post-secondary institution

- Retirees must meet the following criteria to be eligible for the critical shortage provision
 - retired on or before June 30, 2020
 - are at least age 62
 - retired with at least 30 years of creditable service

The institution's postsecondary education management board, the Board of Regents, and TRSL must receive certification that a critical shortage exists. The employer (not TRSL) declares the critical shortage

Steps to declare a critical shortage within higher education

Retirees enrolled in a critical shortage will not be subject to a suspension of benefits or an earnings limit, so long as the employing higher education agency has declared and certified the critical shortage, as outlined below.

- **To declare a critical shortage:** Prominently display a listing of applicable positions that are unfilled, or that are filled by reemployed retirees, on the website
 - of the institution
 - the institutions management board, and
 - the Board of Regents
- **To certify a critical shortage:** Submit an online enrollment to TRSL within 30 days of the date of hire. Certification statements are included in the online enrollment process, and are required for submission.

CONTENTS

[Key terms and definitions](#)

[Adjunct professors](#)

[Critical shortage](#)

[Steps to declare a critical shortage within higher education](#)

[Online enrollment processing](#)

RESOURCES

[RTW flowcharts](#)



Online enrollment processing

La. R.S. 11:710.2 requires employers to notify TRSL of all retirees returning to work in TRSL-covered positions within 30 days of such reemployment.

Instructions for return to work enrollments in the TRSL Employer/Member-ship Information Site (EMIS)

1. Log into EMIS
2. From the menu bar, select Updates
3. From the Updates pull down menu, select Enrollments
4. Enter retiree's Social Security number.
5. Select "Portal C — 11:710.2 (Higher Education)" and press "Continue Enrollment."
6. Enter the following information:
 - System 4
 - Enrollment date (mm/dd/yyyy)
 - Return-to-work provision
 - Gender
 - Position certification
7. Select Submit
 - If there are no errors, the enrollment will be processed and a confirmation message will display at the top of the window.
 - If there are errors, the enrollment will not be processed and the error message will be displayed.



NOTE: When a retiree return-to-work online enrollment is submitted by the employer, TRSL will mail a confirmation letter to the enrolled retiree returning to work.

Along with Portal C, retiree may be eligible for Portal A or Portal B. Select Portal C only if the retiree is being hired at a higher education institution as an adjunct professor in a nursing program where a critical shortage exists.

Please make selection below to continue.

Portal B: 2020 RTW Law (Group to which retiree currently belongs)
 Portal C: 2022 RTW Law (Higher Ed Critical Shortage)

[Continue Enrollment](#)

CONTENTS

[Key terms and definitions](#)

[Adjunct professors](#)

[Critical shortage](#)

[Steps to declare a critical shortage within higher education](#)

[Online enrollment processing](#)

RESOURCES

[RTW flowcharts](#)



The Return-to-Work Provision will default to Act 549 (adjunct professor, nursing program). Prior to completing the online enrollment, higher education employers are required to certify the retiree’s position, employment type, and confirm they have adhered to the critical shortage declaration process, as outlined in La R.S. 11:710.2.

Enter Enrollment Information Below	
System:	4 ▼
Employer ID:	
Enrollment Date (mm/dd/yyyy):	
Return-to-Work Provision:	Member will be enrolled under the return-to-work provisions of Act 549 in the Adjunct Professor Nursing Program.
Gender (update gender if needed):	Male ▼
Address:	
City:	
State:	
Zip Code:	
<p>I hereby certify that the retiree I am enrolling is being employed to fill a position for an adjunct professor as defined in R.S. 11:710(1) and is assigned the professional activities of instructing pupils in a nursing program at a public postsecondary education institution where a critical shortage exists. Adjunct as defined in R.S. 11:710(A)(1) means; any part-time faculty, including any instructor, assistant professor, associate professor, or professor, assigned the professional activities of instructing pupils or conducting research at a public institution of postsecondary education. Instruction may be provided in person or through an approved medium such as television, radio, computer, Internet, multimedia telephone, or correspondence and may be delivered inside or outside the classroom or in other teacher-student settings.</p> <p><input type="checkbox"/> I hereby certify that the retiree I am enrolling is DIRECTLY EMPLOYED as an ADJUNCT PROFESSOR in the NURSING PROGRAM and not employed via 1099 or by Corporate Contract.</p> <p><input type="checkbox"/> I hereby certify that the Institution's Postsecondary Education Management Board and the Board of Regents have received certification that a critical shortage in nursing instructors exists.</p> <p><input type="checkbox"/> I hereby certify that this Critical Shortage Nursing Instructor position being filled by the retiree is prominently displayed on the websites of the institution, the institution's management board, and the Board of Regents.</p>	