



## **Register for Our June 10 Webinar on Holdover and YEERs**

NYSTRS invites you to attend our next Employer Reporting Webinar on Tuesday, June 10, 2025, at 10 a.m. This live 30-minute session, titled "All About Holdover (Part 1) and YEERs (Year-End Exception Reports)," will cover:

- How to report holdover and retro pay.
- How to review and respond to year-end exception reports (YEERs).
- Where to access resources in the [Employer Secure Area \(ESA\)](#).

[Register for the June 10 webinar.](#)

If your office has new staff members who need training in NYSTRS reporting requirements – or if current staff need a refresher – NYSTRS offers customized training webinars tailored to your team's needs. These sessions provide step-by-step guidance on the reporting process and offer time for questions.

To schedule a training session, contact the Employer Training & Outreach unit at [employereducation@nystrs.org](mailto:employereducation@nystrs.org).

## **Retirees Returning to Public Service Must Have a Break in Service**

Do you have retirees who plan on working in NYS public service in retirement? They must retire completely – off the payroll and not employed in any NYS public position – for at least one full business day before returning to work.

Eligibility for retirement under the New York State Retirement & Social Security Law (RSSL) requires a complete separation from all NYS public employment, whether full-time or part-time. Courts have recently reaffirmed that this break in all service is necessary before members work after they retire. While this has always been a requirement, adherence is now subject to increased scrutiny.

### **What This Means for Members and Employer Reporting**

To return to public service after retiring with NYSTRS, a member must:

- resign from all NYS public employment, retire, and begin collecting a pension.
- be removed from payroll and remain fully retired for one full business day before returning to NYS public service. A "business day" refers to a weekday (Monday through Friday), not a weekend or a recognized public holiday.
- not sign a new contract, agreement or commitment for NYS public employment until after their official retirement date. If a member signs paperwork or commits to post-retirement work before effectively retiring, they risk losing pension eligibility.

New employment may commence after the break, but a member will be subject to all earnings after retirement limitations.

**The only exception** permitted by the RSSL: Elected officials may continue serving their current term; however, they are still restricted by all post-retirement earnings limitations outlined in Sections 211 & 212.

### **The Effective Date of Retirement Matters**

A member's retirement date must be at least one business day beyond the last date salary was earned under the contract – not necessarily their last day in the classroom. Most collective bargaining agreements are in effect through June 30, even though the last day of student contact often occurs earlier in the month. For example:

If a teacher's last classroom day is **Thursday, June 26, 2025**, but the contract runs through **Monday, June 30**, the earliest effective retirement date they could select is **Tuesday, July 1, 2025**. That day would serve as the bona fide break – a full business day in retired status, with no NYS public employment. In this example, the earliest the member could return to NYS public service is **Wednesday, July 2**.

If the employer accepts an earlier resignation date, ending the contractual obligation sooner, an earlier retirement date may be possible.

### **Do You Have a Security Administrator?**

If your school does not currently have a Security Administrator (SA) assigned to manage your [Employer Secure Area \(ESA\)](#) account, we encourage you to designate one.

The SA acts as a "super user," able to perform many of the key functions typically reserved for the Chief School Administrator (CSA) or college president. These responsibilities include:

- Assigning ESA access rights to all district users.
- Removing ESA rights when users leave the district or change roles.
- Resetting and resending passwords for district users (excluding the CSA and SA).
- Validating authorized district users each year.

Only the CSA or college president can assign a Security Administrator. For more details about the roles of the Chief School Administrator and Security Administrator, refer to [Section 6: The Employer Secure Area \(ESA\) in the Employer Manual](#).

### **Understanding Instructional Pay**

Pay category C: MTD Instructional Pay is defined as "monies for reportable duties paid in the form of a stipend or hourly rate, in addition to a member's base salary." This category is intended for earnings outside of regular full-time or part-time employment.

For explanations of all pay categories, refer to the [Employer Manual](#):

- [Section 2: Employer Reporting for School Districts](#) (page 10-15)
- [Section 3: Employer Reporting for SUNY and Community Colleges](#) (page 11-16)

Examples of pay that belong in the instructional pay category include coaching and payment for supervision of clubs or extracurricular activities. However, we occasionally see regular employment – such as full-time, part-time, substitute or adjunct teaching – incorrectly reported under Instructional Pay. These earnings should be reported in pay category B: MTD Base Salary Pay.

If you're unsure which category to use, check your most recent contract review letter from NYSTRS, or contact your assigned NYSTRS editor or the Employer Reporting Unit at 800-348-7298, ext. 6220.

## **Delegate Elections Run Through June 1; Results Due to NYSTRS by July 1**

The election period for the next two-year delegate term closes June 1. Employers are responsible for overseeing delegate elections, which are held between March 1 and June 1, 2025, and submitting results to NYSTRS through the [Employer Secure Area \(ESA\)](#) by July 1, 2025.

Elected delegates and alternates will serve from Aug. 1, 2025, through July 31, 2027.

Your Chief School Administrator (CSA) or their designee is responsible for establishing reasonable election procedures, conducting the elections, and reporting the results to NYSTRS. Many employers designate election responsibilities to the teachers' bargaining unit. If there is only one candidate for a position, no formal vote is necessary.

For more than a century, NYSTRS delegates have served as important ambassadors between the System and our members. As representatives of their districts, delegates serve two key roles:

- Electing a teacher member to the Retirement Board at the Annual Delegates Meeting.
- Serving as a liaison between the System and members in their district.

For more information, see the [Delegate Election & Annual Meeting page at nystrs.org](#).

## **NYSTRS Recently Issued Six Administrative Bulletins**

Be sure to read our latest [Administrative Bulletins](#):

- [2025-6: NYSTRS Announces Summer 2025 PREP Seminar Schedule](#)
- [2025-5: Help Us Return Unclaimed Funds to Former Teachers](#)
- [2025-4: NYSTRS Offers Tools for Reporting Fraud](#)
- [2025-3: Employers Required to Oversee Delegate Elections and Report Results to NYSTRS](#)
- [2025-2: Limits on Reportable Compensation Used in Benefit Calculations](#)
- [2025-1: Estimated Employer Contribution Rate Applicable to 2025-26 Payroll](#)

Employers are encouraged to share Administrative Bulletins with administrative staff.