

ARKANSAS FORESTRY COMMISSION
RETIREMENTS AND TERMINATIONS POLICY & PROCEDURE
§ 90

Required forms: A90.100 and A90.200, A75.100 or A75.200

1. It is AFC policy to assist retiring employees in the retirement process, to accomplish lay-offs in an equitable manner, to be objective and maintain a defensible stand for adverse or involuntary terminations.
2. Employees of the AFC are members of the Arkansas Public Employees Retirement System (APERS).
3. An employee must terminate employment to be eligible for retirement benefits. An employee is not eligible for retirement benefits if re-employed within 30-days of retirement by a state agency participating in APERS.
4. Employees failing to meet termination requirements for retirement eligibility will forfeit their benefits until requirements are met.
5. Retirees from APERS may be reemployed by participating APERS employers if:
 - a. Retiree (regular) remains off the payroll for a minimum of 180 days.
 - b. State law prohibits rehire of retirees in the Deferred Retirement Option Plan (DROP)
 - i. Effective 3/1/2011 and after
 - ii. DROP Participants with effective date 1/1/2009 or before may return to covered employment after 30 days
 - iii. DROP Participants with effective date 2/1/2009 thru 2/1/2011 may return to covered employment after 180 days
6. The AFC may rehire a former AFC retired employee that meets the above criteria (#5) if the employee is the most qualified applicant for a vacant position. Due to AFC budget considerations, a retired employee will not be hired at a higher salary than entry-level pay for the position.
7. Involuntary employment terminations shall be documented. Participants at the termination exit-interview shall include the employee and immediate supervisor, and the next higher level of supervision and/or Deputy State Forester or Human Resources Administrator, as appropriate.
8. The supervisor shall provide, with witnesses specified in paragraph 7, an oral notice of the charges. The employee shall be given an opportunity to present his account of the events.
9. On all terminations/retirements, submit to AFC Human Resources Office the Termination of Employment, Form A90.100 and Exit Interview, Form A90.200 five

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days before termination or retirement date. Attach copy of final time sheet, A75.100 or A75.200, and other documentation listed on Form A90.100.

10. This revised AFC Policy § 90, Retirements and Terminations, supersedes all earlier versions of the AFC § 90 and interpretive memoranda, which are hereby repealed.