



California Public Employees' Retirement System  
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Date: **April 17, 2002**

Reference No:

Circular Letter No: **400-022-02**  
Distribution: **III, IV, V, VI, X, XII**

Special:

**TO: STATE AGENCIES, AGRICULTURAL DISTRICTS, PUBLIC AGENCIES, STATE COLLEGES & UNIVERSITIES, COUNTY SUPERINTENDENT OF SCHOOLS**

**SUBJECT: NEW REINSTATEMENT FROM SERVICE RETIREMENT PROCESS**

The California Public Employees' Retirement System (CalPERS) has recently completed a major Business Process Reengineering effort in the Post Retirement Adjustment area. This has resulted in process enhancements for our CalPERS' members and employers. The reinstatement from retirement process is one of the areas that will benefit from these enhancements. This effort was made to simplify the process and improve the service level for members who apply to reinstate from service retirement.

In the current process, CalPERS receives a request from the member to reinstate to active status and notification from the prospective employer, stating their intent to hire the member. The changes to be implemented from this effort are:

- Eliminating two separate requests
- Eliminating follow-up when requests are not received concurrently
- Coordination of intent to hire date between CalPERS and employer

Included with this circular letter is the revised *Reinstatement from Retirement* brochure, PERS-PUB-37. This brochure contains a new CalPERS Reinstatement from Service Retirement Application, which is to be completed by the member and then forwarded to the employer to certify the employee's prospective employment date. The application is then sent to CalPERS for processing.

Employers are responsible for completing Section B of the application. The member is responsible for completing Sections A and C. Upon receipt of a properly completed application, CalPERS will reinstate the member to active status.

Effective 06/01/2002, CalPERS will only accept the Reinstatement from Service Retirement Application from members who wish to reinstate to active status.

You may order this publication by faxing a request to:

CalPERS, Central Receiving (916) 326-3281.

Kenneth W. Marzion, Chief  
Actuarial and Employer Services Division

Enclosure