

Title:	<b>Retirement Not in Good Standing</b>	
Purpose:	To establish procedures for processing CS-17 forms for employees who retire not in good standing.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Hawaii Revised Statutes §88-63	

## I. **BACKGROUND**

The retirement system law (Hawaii Revised Statutes §88-63) allows employees who retire in good standing to use their unused sick leave credits to enhance their retirement benefits under certain circumstances.

## II. **PROCEDURES FOR PROCESSING CS-17 FORMS**

- A. When an employee retires in good standing, the department shall insert the word(s) "Retirement" or "Service Retirement" in the "Transaction" section of the Personnel Action form (DHR-EPS-CS-17), complete and process the form. No additional statement (such as "Retired in good standing") is needed, as it will be presumed that an employee retires in good standing unless otherwise stated.
- B. When an employee retires not in good standing, the department shall insert the words "Retirement, not in good standing" and shall provide additional information on the reasons the retirement is not in good standing on the DHR-EPS-CS-17 form. The department shall then complete and process the form.
  1. If the reason for the retirement not in good standing was that the employee was under investigation at the time of retirement, then the department is required to complete the investigation.
    - a) If the investigation does not substantiate the charges against the employee, the department shall prepare and process an amended DHR-EPS-CS-17 form reflecting a retirement or service retirement.
    - b) If the investigation partially substantiates the charges against the employee, the department shall determine if a retirement not in good standing is still warranted, if it is not, then the department shall prepare an amended DHR-EPS-CS-17 form as in II.B.1.a.