

Re-Hiring Retiree Process – Step by Step

The following steps should be taken in order to rehire a retiree who is not under an agreement through the Georgia College & State University voluntary retirement program. Retirees must have a one month (30-day) break in service after their retirement date before they can be re-employed. This process applies to retirees of the following systems: the Board of Regents, the Teacher's Retirement System of Georgia, and the Employees Retirement System. The rehire of retirees in the University System of Georgia is governed by Sec. 802.08.03 of the *Policy Manual* of the Board of Regents.

1. Complete the *Former Position Information* and the *Proposed Re-employment Information* sections of the *Re-Hired Retiree Application and Terms of Employment form*. **Allow a minimum of 60 days lead-time to complete the approval process.**

* **Salary guidelines:** The salary that is paid to a rehired retiree must be one of the following: A. Less than 50% of the annual benefit-base compensation amount that he/she was earning at the time of his/her retirement, with consideration for the average merit increase percentages that have been applied since the employee retired, or; B. Less than 50% of the average compensation for the position into which the retiree is being hired based on the institutions existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents, or; C. Less than 50% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional chief human resources officer. (Policy 802.08.03 Employment Beyond Retirement)

2. Attach a summary of job responsibilities for the employee (see application for details).
3. If re-employment is for administrators or staff, the Teacher's Retirement System Limitation sheet must be signed by both the Department Head/Supervisor and retiree to acknowledge limitations on working hours per month. **Exceeding the monthly limitations will jeopardize employee's retirement benefits and the university will be liable to pay back TRS for any benefits paid.** The work commitment of a rehired retiree must be less than half-time; i.e., no more than 49%.
4. Review the Supervisor and Employee Approval section for specific compliance guidelines. Since employment is granted by the fiscal year, re-employment dates cannot exceed the fiscal year of employment. Each subsequent year of re-employment must be submitted on the Re-Hired Retiree Application and Terms form.
5. Secure appropriate signatures and submit the form to Human Resources for review.
6. Human Resources will confirm compliance with Board of Regents policies and forward the form to the President's Office if cleared. If the President approves the re-hire, the original signed form will be sent to the Human Resources office, and HR will send the request to Teacher's Retirement System (TRS).
7. When TRS approval is received, Human Resources will send a copy of the completed form to the Employee, Department Head/Supervisor, Dean (for faculty), Division Vice President, and Vice President for Business & Finance.

If you have any questions, please contact the Office Human Resources for assistance at (478) 445-5596.

Re-Hired Retiree Application and Employment Terms

Re-Hired Retiree Policies and Procedures – Supervisors complete the following sections outlining the former and proposed re-employment information.

Former Position Information:

{ FORMCHECKBOX } Faculty Administrator { FORMCHECKBOX } Staff { FORMCHECKBOX }

Name: { FORMTEXT }

Department: { FORMTEXT }

Job Title: { FORMTEXT }

Employment Status: { FORMCHECKBOX } Academic { FORMCHECKBOX } Fiscal

FTE: { FORMCHECKBOX } Full-Time { FORMCHECKBOX } Part-Time { FORMCHECKBOX } Other { FORMTEXT }

Salary Amount \$ { FORMTEXT } Annual Rate OR \$ { FORMTEXT } Hourly Rate

Proposed Re-employment Information:

For Fiscal Year { FORMTEXT }

{ FORMCHECKBOX } Faculty Administrator { FORMCHECKBOX } Staff { FORMCHECKBOX } Consultant

Department: { FORMTEXT }

Job Title: { FORMTEXT }

Term of Re-Employment Period: { FORMCHECKBOX } Academic OR { FORMCHECKBOX } Fiscal FTE { FORMTEXT } (may not exceed .49)

Re-employment Amount \$ { FORMTEXT } Annual Rate OR \$ { FORMTEXT } Hourly Rate

Refer to Step by Step under step number 1 for Board of Regents policy regarding pay.

Date of Retirement { FORMTEXT }

Date of Re-employment { FORMTEXT }

End Date: { FORMTEXT }

Employment Responsibilities: Attach a summary of job responsibilities for the employee.

For faculty positions: List courses, class credits, and non-teaching duties per semester.

For administrator and staff positions: Describe general job duties.

Supervisor and Employee Approval:

- Employment is not approved and cannot begin until final approval has been granted from Human Resources, the President's Office, and the Teachers Retirement System of Georgia.
- Continued employment beyond the current fiscal year is not guaranteed and is dependent on acceptable performance and a continued need for the service provided.
- In order to be in compliance with TRS and BOR policies, re-hired retirees cannot work or receive compensation outside of the stated agreement below.
- Any change in employment terms must be reported and approved prior to the change taking effect.
- Employment of Retirees must be approved each fiscal year even if the retiree worked in the previous fiscal year. The deadline for submitting this form for re-employment in the next fiscal year is April 1st.

- Optional Retirement Plan retirees are also subject to TRS approval and President's approval.

Faculty: Teaching load cannot exceed 6 credit hours unless otherwise approved.

Administrators/Staff: Maximum working hours per month cannot exceed the attached TRS limitations. **Both the supervisor and retiree must sign the TRS Monthly Limitations sheet.**

This agreement is considered as a proposal until approval has been granted from Human Resources, the Teacher's Retirement System of Georgia and the President. By signing below, we agree to abide by the USG, TRS, and GCSU policies and guidelines as outlined above related to rehiring retirees.

Employee Signature: { FORMTEXT }

Date: { FORMTEXT }

Employee: If completing this form electronically, please send to your department head/supervisor via email.

Department Head/Supervisor Signature: { FORMTEXT }

Date: { FORMTEXT }

Department Head/Supervisor: If completing this form electronically, please send to your dean/director via email.

Dean/Director Signature: { FORMTEXT }

Date: { FORMTEXT }

Dean/Director: If completing this form electronically, please send to your vice president via email.

Vice President Signature: { FORMTEXT }

Date: { FORMTEXT }

Vice President: Please forward to the Associate Director of Human Resources.

Human Resources Review/Approval: A check below indicates that these items are compliant with the Board of Regents, Teacher's Retirement System, and GCSU policies.

{ FORMCHECKBOX } Proposed Salary

{ FORMCHECKBOX } Full-Time Equivalency

{

FORMCHECKBOX } Duration of employment agreement

HR Representative { FORMTEXT }

Date { FORMTEXT }

Office of the President:

President's Signature { FORMTEXT }

Date { FORMTEXT }

Original: To Human Resources

For Internal Use: Human Resources		
REPORTED TO:		
{ FORMCHECKBOX } TRSGA	Date { FORMTEXT }	Initials { FORMTEXT }
{ FORMCHECKBOX } Budget Office	Date { FORMTEXT }	Initials { FORMTEXT }
{ FORMCHECKBOX } Employment	Date { FORMTEXT }	Initials { FORMTEXT }
APPROVALS:		
{ FORMCHECKBOX } TRSGA	Date { FORMTEXT }	Initials { FORMTEXT }
{ FORMCHECKBOX } President	Date { FORMTEXT }	Initials { FORMTEXT }
NOTIFICATION/COPY OF APPROVAL:		
{ FORMCHECKBOX } Department Head/Supervisor	{ FORMCHECKBOX } Dean (Faculty)	{ FORMCHECKBOX } Division Vice President
{ FORMCHECKBOX } Budget	{ FORMCHECKBOX }	{ FORMCHECKBOX }

Office	HR/EE File	Employee
Initials { FORMTEXT }	Date { FORMTEXT }	

**Maximum Hours Teachers Retirement System Retirees Can Work during Each Month for
FY2008-2009**

TRS Policy:

A retiree working in a part-time capacity cannot exceed the maximum number of hours per month displayed in the chart below. **This policy applies to all administrator/staff (non-teaching) positions.**

Months	49% of Normal Full-Time Hours
FY2008	
Jan-08	83
Feb-08	83
Mar-08	83
Apr-08	87
May-08	83
Jun-08	83
FY2009	
Jul-08	87
Aug-08	83
Sept-08	83
Oct-08	91
Nov-08	71
Dec-08	83
Jan-09	79
Feb-09	79
Mar-09	87
Apr-09	87
May-09	79
Jun-09	87

Retiree

I understand that I cannot exceed the maximum number of working hours per month. I further understand that exceeding these limitations established by the Teacher's Retirement System will cause me to jeopardize my retirement benefits.

Retiree's Signature { FORMTEXT }

Date { FORMTEXT }

Supervisor

I understand that I cannot schedule, nor permit the re-hired retiree to work hours in excess of the monthly limitations above. I further understand by doing so, the University will be liable for any retirement benefits paid to the retiree by the Teacher's Retirement System of Georgia.

Supervisor's Signature { FORMTEXT }

Date { FORMTEXT }
