



Working After Retirement

Approval to work after retirement is not automatically granted. There are many issues to be taken into consideration in the granting of this request. In addition to approval at the Libraries' level, this request must also be approved by UGA and the Board of Regents. Each spring, requests to continue employees in this status must also be approved. Employees should be aware that subsequent requests for continued retiree rehire status are not guaranteed.

Eligibility for returning to work under TRS or ORP

Potential retirees should educate themselves regarding the conditions under which they can return to work after retirement without penalty. This information is located on the TRS website at: <http://www.trsga.com/shared/subPage.asp?source=edu&targetAudience=2&Section=59>. The conditions under which ORP participants can retire are the same as with TRS. It is the responsibility of all retirees to consult with TRS representatives or their particular ORP representative for full information on retirement.

Requesting approval to work after retirement

The employee should work with the supervisor to write a justification for continuing to work after retirement. This should be in the form of a memo to present to the department head and the University Librarian for consideration and approval / disapproval. The justification should include the following points:

- Date the employee plans to retire and to return to work,
- Percent of time (retirees must make less than 49% of the salary they were making when they retired) to work, salary, and work schedule,
- Specific description of duties, responsibilities, goals,
- How the employee will be evaluated,
- As appropriate, how the employee plans to train others in anticipation of full departure of employee from Libraries,
- Indication of a date for final, full retirement.

Criteria used to determine approval or denial of request

- Current position of the employee (duties, level, supervisory, department head)? Can those duties actually still be performed by the retiree? If not, what other duties could the employee do? If so, can those duties be performed part-time?
- Job performance of the retiree and desire to retain the person,
- Employee's salary and amount of salary savings left if retiree was rehired (i.e., is there enough money left to fill another position?) If not, can the department/Libraries afford to lose a full-time position?
- Retiree/rehire's schedule,

- Departmental plans for reorganization or other means to accomplish duties of the retiree rehire,
- Other priorities by the department or organization for the vacant position, duties, or salary.

Timing Requirements

In addition to local/Libraries approval, all retiree rehire employment must be approved by the Provost and by the Board of Regents. This requires that paperwork generated by Libraries HR be signed by the employee. Note that before returning to work; the retiree rehire employee must have a “break-in-service” of at least one month. Once approval from the Board of Regents is received, the employee and the department will be notified by Libraries’ Human Resources of the date after which they may return to work.

Benefits, Schedules, Leave, Work Place

Retiree rehire positions are considered temporary, non-benefits eligible. All compensation, whether on an hourly or salaried basis, must be less than 49% of the compensation that would normally be paid to the employee as of the last fiscal year worked. Normally, retiree rehire employees are scheduled to work for 48% time, but EFT and amount of compensation may fluctuate depending on need.

- Retiree rehire employees do not accrue annual, sick or holiday leave,
- Retiree rehire employees are eligible for FMLA if they meet the requirement of having worked 1250 hours in the preceding 12 months,
- Scheduling can be challenging. Vacation, sick and miscellaneous (i.e. – jury duty) hours must be covered and schedules flexible enough to accommodate time made up:
 - A retiree rehire in an “exempt” (monthly) position may opt to work “ahead” to bank hours prior to a holiday break, or take leave without pay,
 - A retiree rehire in a “non-exempt” (salaried bi-weekly) position must be on leave without pay during any holiday breaks or other times when time can’t be made up within the work week.
- There are implications for taxes, benefits, and social security that should be understood prior to entering into a retiree rehire situation,
- Retiree rehire employees should not assume that they will have same desk, work space, keys, authority levels, or be eligible for participation on the same committees, professional development or training opportunities, etc. These conditions will likely change with the change in status and job duties.

Evaluation of Work

Although no formal written evaluation is required, the employee and supervisor should continue to evaluate work, set job goals and determine work expectations. It is contingent upon the supervisor to review the status of this position to make sure it is accomplishing the original intent.

Termination of Retiree Rehire Position

As with any employment, a retiree rehire employee may decide to resign at any time and should use normal business etiquette in giving notice. The department or the Libraries may

also make a decision to terminate the position giving appropriate notice of as long as possible but at least one month. There are many issues that effect the organization's decision to continue the employment of the retiree rehire employee:

- performance issues (including how well goals are being met, absences, commitment etc.),
- financial need and availability of adequate funding for the position,
- evaluation of on-going needs and priorities in the department or elsewhere in the organization.

Each spring, requests to continue employees in this status must also be approved by the campus and the Board of Regents. Employees should be aware that subsequent requests for continued retiree rehire status are not guaranteed.

March 2009