

UGA PROCEDURES FOR REEMPLOYMENT OF A UNIVERSITY SYSTEM OF GEORGIA RETIREE (Effective with Fiscal Year 2010 Reemployment of UGA/USG Retirees)

- Both UGA/USG retirees and their hiring units are responsible for understanding BOR Policy 802.08.03- Employment Beyond Retirement – see [BOR Policy](#) . TRS Retirees are responsible for understanding all TRS related retiree reemployment policies – see [TRS Policies](#)
- Requests must be approved by the President prior to employment of the retiree.
- TRS Retirees: Employers cannot enter in to an employment agreement with any employee prior to his or her last day of employment (see pp 3-4 for more information)
- UGA/USG retirees normally are rehired in a part-time position. In some situations, a retiree can be employed in a *temporary full-time position* for three months in a fiscal year and continue receiving monthly benefit payments. To request full-time employment not to exceed three months in a fiscal year, include strong justification and critical need with the request.
- Requests cannot cross fiscal years. Retiree annual work commitment for the fiscal year must always be less than 49% time and compensation for the fiscal year must always be less than 49% of the authorized salary rate for the position held.
- Use of faculty vs staff retiree request form determined by the position of reemployment (*ex.a faculty member returning to perform web design services would use the staff form and appropriate UGA classified IT job class title/salary*)
- Payment type should be selected as follows:
 - *UGA/USG Retirees Rehired in a Faculty Position*: UGA faculty can only be paid on the monthly or academic payroll. The retiree's normal monthly contracted compensation must be less than 49% of the authorized salary for the position held.
 - *UGA/USG Retirees Rehired in a Staff Position*: UGA staff can be paid on the hourly bi-weekly, salary bi-weekly, or monthly payroll as appropriate for the position held.
 - Hourly Bi-Weekly or Salary Bi-Weekly Payroll: UGA will follow the TRS published [schedule](#) of the maximum hours that a retiree can work during each month of the fiscal year. This calculation is based on the total business days for each month, less the generally observed holidays.
 - Monthly Payroll: The retiree's normal monthly contracted compensation must be less than forty-nine percent (49%) of the authorized salary for the position held.
- Requested retiree annual salary rate must be based on one of three options but cannot be less than the UGA minimum rate for benefits eligible employees, and must be approved by the unit's Sr Vice President.
 - *Salary at retirement*
 - *Salary at retirement plus average merit increases applied since retirement* [Merit Increase Calculator](#) (Excel)
 - *Market rate for the position as follows*:
 - Faculty: Unit provides strong justification based on current salary rate for faculty in the discipline of similar rank and work assignment.
 - Staff: Annual salary rate within the range of the appropriate UGA classified staff position.
- Route for appropriate review and approval:
 - Department Head/Director & Dean/VP
 - Prior to routing to Sr VP & President, forms must be routed for tracking and review to:
 - Faculty: Faculty positions to *Office of Faculty Affairs, 225 New College, Campus Mail*
 - Staff: Staff positions to *Office of Human Resources, Human Resources Bldg, Campus Mail*

- Approval notification:
 - Copy of approved request forms forwarded to Payroll & Employee Benefits
 - Monthly approvals report to President Adams, Payroll & Employee Benefits
 - Monthly approvals summary report posted on OFA & HR Websites

UGA/USG PART-TIME RETIREE REQUEST FORMS

Choose appropriate form based on position of reemployment of the UGA/USG Retiree

→ [UGA STAFF POSITION FORM](#)

→ [UGA FACULTY POSITION FORM](#)

Questions:

Hiring a Retiree in a Staff Position: If you have questions about hiring retirees in staff positions contact Human Resources at 706-542-2222.

Hiring a Retiree in a Faculty Position: If you have questions about hiring retirees in faculty positions, contact Office of Faculty Affairs 706-542-0547.

From: [Admin Memos](#) on behalf of [Sharron S Hannon](#)
To: ADMIN-MEMOS@LISTSERV.UGA.EDU
Subject: Hiring TRS retirees
Date: Monday, February 20, 2012 9:19:40 AM

TO: Deans, Directors, and Department Heads
FROM: Human Resources

Teachers Retirement System of Georgia recently distributed a memo regarding Georgia law that pertains to hiring TRS retirees. Please read the memo to ensure you are in compliance with the law; specifically, "Employers cannot enter in to an employment agreement with any employee prior to his or her last day of employment."

TRS contact information is included at the end of the memo.

<http://www.trsga.com/news/important-message-re-working-after-retirement.aspx>

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IMPORTANT MESSAGE RE: RETIREMENT INCENTIVES

We are aware that some systems are offering, or considering offering, incentives to teachers to voluntarily retire. If so, please be aware of the following provisions in Georgia law that apply to hiring TRS retirees.

1. Employers can not enter in to an employment agreement with any employee prior to his or her last day of employment.

§ 47-3-101. Each employer shall certify to the board of trustees the date on which the employee's employment is or will be severed and that no agreement exists to allow the employee to return to service, including service as or for an independent contractor.

For example, if a system offers an employee a one-time incentive payment in return for his or her retirement, that is acceptable. Please remember that this payment cannot be reported as earnable compensation. Systems may not, however, offer an incentive that involves any type of future full-time, part-time (49%), or contractual employment (i.e. if employee retires in June, employee will receive 5% increase in base salary and part-time employment for 1 year). There can be no agreement of hiring an employee until that person is no longer employed by your system.

2. Employers must gain approval from TRS prior to hiring.

The employment verification application is available online via the Employer Desktop and must be completed and approved by TRS prior to hiring a TRS retiree. Independent contractors must mail a copy of their contract to TRS.

3. Employers must complete the online employment verification application for each retiree each fiscal year (July 1).

Failure to comply with Georgia law can affect a retiree's retirement date and will also result in a retiree's benefit payment being suspended pending the required information. Additionally, either the reporting employer or the retiree could be required to repay TRS for all monthly benefit payments wrongfully paid.

If you have any questions, please feel free to contact TRS by calling (404) 352-6500 or (800) 352-0650.

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