



March 4, 2009

TO: UGA Administrators

FROM: Duane Ritter, Human Resources  
Jayne Smith, Faculty Affairs

RE: New Policy and Procedures for Employment of UGA/USG Retirees

**IMPORTANT:** Per the 3/24/2008 memo from the Senior Vice Presidents on Critical Hire Approval Process, each part-time retiree request form must still receive prior approval via the [Request to Fill A Position form](#). A copy of this approval must accompany all requests to employ a UGA/USG Retiree.

**FY2010 EMPLOYMENT OF UGA/USG RETIREES:** A new policy and procedures for hiring UGA or other University System of Georgia (USG) retirees for employment beginning in fiscal year 2010 (7/1/09) has been approved.

Procedures for processing requests for employment of retirees include:

- All requests to employ a retiree must be accompanied by prior approval to fill the position.
- Final approval from President Adams must be received prior to employment of a retiree.
- Annual work commitment must be less than 49% time.
- Requests cannot cross fiscal years.
- Separate request forms are available for faculty vs. staff positions. Office of Faculty Affairs will continue to process requests for employment of retirees in faculty positions. Human Resources will now process requests for employment of retirees in staff positions.
- There are now three options for annual salary rate: 1) salary at retirement, 2) salary at retirement plus average merit increases applied since retirement, and 3) market rate for the position.
- There must be a minimum 30 day break between date of retirement and date of reemployment.

Please carefully review the new policy and procedures on the following pages before submitting a request form. If you have questions about hiring retirees in staff positions contact Human Resources at 706-542-2222. If you have questions about hiring retirees in faculty positions, contact Office of Faculty Affairs 706-542-0547.

**FY2009 EMPLOYMENT OF UGA/USG RETIREES:** Requests to employ a UGA/USG retiree (faculty and staff) before July 1, 2009 must continue to use the form available at <http://www.busfin.uga.edu/forms/retform.pdf>. The *Request for Payment to USG Retiree* form for all positions must be submitted to Office of Faculty Affairs with appropriate signatures, including the hiring unit's dean/vice president and senior vice president, as well as the fully approved Request to Fill form (per above). If your unit reports to the Senior Vice President for Academic Affairs and Provost (SVPAA), submit the form to OFA for SVPAA approval. If you have questions regarding the request form or procedures for FY09 employment of retirees, please contact the Office of Faculty Affairs at 706-542-0547.

## 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.
- 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, 202 Franklin House, 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](#)

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**USG: BOARD OF REGENTS POLICY MANUAL  
802.08.03 EMPLOYMENT BEYOND RETIREMENT**  
(*BOR Minutes, April 2002; November 2007, October 2008*)

An individual who has retired from the University System of Georgia and is receiving benefits from the Teachers Retirement System, the Employees Retirement System, or the Regent's Retirement Plan, may be eligible for reemployment on a part-time basis. Reemployment of USG retirees by the University System of Georgia must fall under the following conditions:

- A. The reemployment of a University System of Georgia retiree **must be approved by the hiring institution's president. Institutions must submit a copy of their hiring and approval procedures to rehire USG retirees to the Office of Faculty Affairs.**
- B. A rehired retiree must have a minimum break of **at least** one month between the effective date of his/her retirement and the effective date of his/her reemployment;
- C. The work commitment of a rehired retiree must be less than half-time; i.e., **less than 49%**;
- D. The salary that is paid to a rehired retiree must be either:
  - 1. **No more than 49%** 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;
  - 2. **No more than 49% of the average compensation for the position into which the retiree is being hired based on the institution's existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents; or**
  - 3. **No more than 49% 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.; and**
- E. The salary that is paid to a rehired retiree must be consistent with his/her work commitment.