

## Rehired Retiree Rehire and Extension Process

9/17/18 v. 6

### Rehire Process

1. Determine if the former employee took a lump sum cashout or elected for a monthly retirement income.
2. Determine the appointment length; the appointment cannot be longer than 12 months and is renewable for an additional 12 months with appropriate approvals.
  - a. The appointment end date should be either 5/31 or 11/30 to coincide with the centralized Rehired Retiree extension of appointment process (see next section).
3. Determine the percent time; the hours worked in the 12-month period cannot exceed 43% or 900 hours.
4. Complete Section 1 – Retiree Information on the Retired Employee Approvals form.
  - a. In the “Justification Information” field, provide the following information in a concise paragraph. If needed a separate document may be attached.
    - i. Description of work
    - ii. Business need using one or more of the following criteria:
      1. Retired employee possesses skills and institutional knowledge that the hiring department cannot otherwise obtain with equal cost effectiveness;
      2. A prolonged process for hiring a replacement is anticipated;
      3. The retired employee will assist a replacement to acquire necessary skills and knowledge.
  - b. In the “Transition Planning Information” field, provide long-term plans for either ending the work or transitioning the work to a non-rehired retiree employee.
5. Determine if there is an exception to policy by checking the appropriate box in Section 2 – Exceptions to Policy
6. Obtain Division and ALD signature approvals. Using HelloSign is acceptable.
7. Obtain Senior Management signature approvals.
  - a. Obtain The Chief Human Resources Officer (CHRO) signature via AskUs. See [AskUS - CHRO Approval Requests Step-By-Step Instructions](#)
  - b. Obtain Deputy Director for Research signature by sending the Rehired Retiree Approvals Form to the administrative support staff.
8. Initiate a Non-Recruited [Job Opening Request](#) and attach the signed Retired Employee Approvals Form.

### Extension of Appointment Process

Rehired Retiree Appointments should have end dates of either 5/31 or 11/30 (without exceeding 12 months) in order to coincide with the biannual centralized extension process. The centralized process will obtain approvals from the CHRO and the Deputy Director for Research.

1. In the months of April and October, an HR staff member (Coordinator) will initiate a call to the HR Division Partners with extension of appointment instructions and a calendar.

## **Rehired Retiree Rehire and Extension Process**

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2. Determine if the Division wants to extend the rehired retiree's appointment.
3. Determine the new appointment length; it cannot exceed 12 months.  
Appointments greater than a cumulative of 24 months will be considered an exception to policy and must be noted in Section 2 – Exceptions to Policy of the Retired Employees Approval Form.
4. Follow Steps 2 – 6 above. The centralized process will obtain signatures from the CHRO and the Deputy Director for Research
5. Complete the Smartsheet [Rehired Retiree Appointment Extension Request Form](#), ensuring that the Retired Employee Approvals Form is attached.
6. The Coordinator will update the [Rehired Retiree Appointment Extension Requests Smartsheet](#) with status of approvals. The Coordinator will upload to the Smartsheet the fully signed Approvals Form.
7. Initiate an extension of appointment ePAF.