9. Rehired Retirees Policy

Policy Statement
An individual who has retired from the University of Georgia may, under certain conditions, be eligible to be rehired by the University.

Reason for policy
The University of Georgia is required to comply with the Board of Regents (BOR) policy regarding the rehire of former employees who have retired (BOR Policy 8.2.8.3).

Procedures
Review procedures regarding hiring University System of Georgia Retirees.

Payment of rehired retirees
Requests cannot cross fiscal years. A retiree’s 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.

The 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 will be paid on the hourly bi-weekly, salaried bi-weekly, or monthly payroll as appropriate for the position held.
  - Hourly Bi-Weekly or Salaried Bi-Weekly Payroll: UGA will follow the TRS published schedule (http://www.trsga.com/documents/FY2014MaxHrs.pdf) 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.

Forms/Instructions
Employment of UGA/USG Retirees

Additional contacts
Christy Coddington
Phone Number: 706-542-6971

Policy definitions
Retiree: Any person who has retired from the University System of Georgia under the criteria established in BOR Policy Manual (Retirement Policy) and any person who has retired and who is receiving retirement benefits from TRSGA

Responsibilities
**Responsible University Senior Administrator:** Vice President for Finance & Administration
**Responsible University Administrator:** Associate Vice President for Finance Division
**Policy Owner:** Payroll
**Policy Contact:** Julie Camp
**Phone Number:** 706-542-3431

**Record Retention**

**Explanation:** This series consists of pay documents, which substantiate and, in part, authorize the issuance of payroll checks for particular amounts for both regular payroll and for extra compensation or overtime payroll. This series may include but is not limited to payroll/budget request forms, timesheets, and time cards. (Board of Regents: Payroll Records 0472-04-25)

**Record Copy:** Payroll will keep a copy of the UGA/USG Retirees Rehired in a Faculty or Staff Position form.

**Retention:** 5 years

Policy Dates

**Effective Date:**

Date Last Updated: 01/16/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: