

Augusta University

Policy Library

Employment Beyond Retirement Policy

Policy Manager: University HR Services

POLICY STATEMENT

Individuals retired from Augusta University or another institution within the University System of Georgia and/or are receiving or eligible to receive benefits from the Teachers Retirement System of Georgia (TRSGA), the Employees Retirement System of Georgia (ERS), or the Optional Retirement Plan (ORP) may only be re-employed by Augusta University under certain conditions and only after having received the prior approval of the President of Augusta University or designee, and TRSGA or ERS, if applicable.

To establish the policy for the rehiring of individuals who have retired from Augusta University or the University System of Georgia, or who have retired from another State of Georgia entity and are receiving or are eligible to receive a retirement benefit from the Teachers Retirement System of Georgia (TRSGA). This policy also clarifies that the prior approval of the TRSGA is required for those TRSGA retirees who choose to return to work, and includes rehire arrangements when the retiree is being re-engaged as a contractor or resuming employment through a temporary agency

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors

DEFINITIONS

Annual Benefit Base Compensation Amount: An employee's base salary. The annual benefit base compensation does not include compensation earned as additional pay, extra duty pay, overtime, on-call pay, shift differential pay, pay incentives, etc.

Fiscal Year: A twelve (12) month period for calculating annual financial statements used in business and organizations that differs from the traditional calendar year. Augusta University's fiscal year begins on the first day of July and ends on the last day of June.

Retiree: Any person who has retired from Augusta University or another institution of the University System of Georgia under the criteria established by Board of Regents policy, Section 8.2.8.3, and any person who has retired and who is receiving or is eligible to receive retirement benefits from TRSGA, ERS, or ORP.

Office of Legal Affairs Use Only

Executive Sponsor: Enterprise VP for Human Resources

Next Review: 7/2023

PROCESS & PROCEDURES

This policy establishes parameters within which a retiree of the University System of Georgia may return to work within the University System of Georgia, including limitations that may be necessary for compliance with the policies of the Teachers Retirement System of Georgia.

An individual who has retired from Augusta University or another institution within the University System of Georgia and is receiving benefits from the Teachers Retirement System, the Employees Retirement System, or the Regent's Retirement Plan, he/she shall not be reemployed by Augusta University without the prior approval of the President of Augusta University or designee. When an employee has retired from the University System of Georgia, he/she may be reemployed by Augusta University or other institution within the University System of Georgia under the following conditions:

1. The reemployment of a USG retiree must be approved by the hiring institution's president (or designee). Institutions must submit a copy of their hiring and approval procedures to rehire USG retirees to the Office of Human Resources upon request.
2. A rehired retiree must have a minimum break of at least one month between the effective date of his/ or her retirement and the effective date of his/ or her reemployment.
3. The work commitment of a rehired retiree must be less than half-time, i.e., less than 49 percent.
4. The salary that is paid to a rehired retiree must be either:
 - No more than 49 percent of the annual benefit-base compensation amount that he or she was earning at the time of his or her retirement with consideration for the average merit increase percentages that have been applied since the employee retired;
 - No more than 49 percent 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,
 - No more than 49 percent 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.
5. The salary that is paid to a rehired retiree must be consistent with his/ or her work commitment.

Re-employment following retirement will always be in a temporary non-benefits eligible position. The temporary period must be defined as part of the request to rehire.

Persons who retired under Augusta University's Early Retirement Program as approved by the Board of Regents in 2000 are not eligible for re-employment except in exceptional circumstances when approved by the Executive Vice President & Provost for faculty positions and the Vice President for Human Resources for non-faculty positions.

Retirees with TRSGA as their Retirement Plan – When the USG retiree is receiving benefits as a retiree of the Teachers Retirement System of Georgia or the person to be hired is a retiree under TRSGA but retired from another state entity, Augusta University Human Resources

must secure the approval of TRSGA prior to the retiree resuming work to ensure that the retiree's retirement benefit under TRSGA is not in jeopardy. Failure to ensure that the terms of a retiree's reemployment comply with TRSGA policy may result in repayment obligations to TRSGA.

When rehiring a retiree, the department is expected to:

- Contact HR to determine the appropriate steps and parameters of reappointment.
 - Coordinate with Human Resources to ensure accurate classification of a vacant rehired retiree position.
 - Ensure all reemployment procedures are properly followed.
 - Submit the Application & Employment Terms Form to Human Resources requesting approval to rehire retiree.
- Originate a "Smart Hire Template" ePAR transaction to hire the retiree. Departments must ensure that the transaction is originated within a timeframe that allows for the transaction to successfully route through the approval process and be received by HR no later than 45 days prior to the estimated hire date.

The rehired retiree employment period must be clearly defined in the comments section of the Smart Hire Template and cannot exceed the last day of the current fiscal year.

NOTE: Departments must request re-appointment annually for rehired retirees by following the same process outlined above. All salary change ePAR transactions for retiree re-appointments are due to Human Resources no later than the date indicated in the annual memo provided by HR. The ePAR should be routed for all required departmental, institutional, and budgetary approvals and then to HR for approval.

HR is expected to:

- Verify that all required departmental and institutional approvals have been obtained and request additional approval(s) as necessary.
- Upon verification and/or receipt of all required approvals, the ePAR transaction will be processed and the hire entered into the system. All rehired retiree appointments, regardless of start date, will terminate on the last day of the current fiscal year.
- Secure TRSGA approval for the rehire, if the retiree to be rehired is receiving retirement benefits from TRSGA, and/or, retired under USG.
- Secure Human Resources salary approval for all USG retirees that were participants in the Optional Retirement Plan and are returning to work as a rehired retiree.

REFERENCE & SUPPORTING DOCUMENTS

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RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 7/26/2020

President, Augusta University

Date: 7/27/2020