

University of Georgia – College of Education
COE PROCEDURE-3
RETIRE/REHIRE BACKGROUND AND PROCEDURES
Updated March 2006

Background

The University of Georgia has policies regarding rehiring retired employees. See <http://www.usg.edu/regents/policymanual/800.phtml>
802.0903 Employment beyond Retirement

With a number of faculty in the COE electing to return post-retirement either to help with instruction or to serve as PI's on grants, we felt it was important to have a consistent approach within the college to handling these agreements.

Procedures

If a Department wishes to rehire a retired faculty member, they need to complete the appropriate forms and personnel as outlined by Faculty Services.
<http://www.coe.uga.edu/adfaculty/facservices/hiring/forms/retirerehire.html> . The following UGA retiree policy changes are effective 1/9/2006, <http://www.uga.edu/provost/retirees1906.pdf>

The College of Education is requiring the information contained in the retire/rehire memorandum of agreement (http://www.coe.uga.edu/adfaculty/business/forms/retiree_form.doc) be completed and submitted along with the 2 page *UGA Request for Payment to University System of Georgia Retirement Form* (<http://www.busfin.uga.edu/forms/retform.pdf>). Agreements can span multiple years but must not start before the mandatory 30 days past the official retirement date. Details of the work, space, programmatic and fiscal oversight should be articulated in the memorandum of agreement submitted to the dean for approval. They must be reviewed and approved annually.

Typically, money to cover retire/rehires will come from departmental resources (i.e., grants, salary release, part-time faculty money, tuition return revenue). In rare situations where the proposed work includes specific activities on college-wide initiative, the department head may propose sharing the rehire cost with the Dean's Office.

Upon completion of the COE memorandum of agreement for retire/rehire employees and the UGA request for Payment of the University System of Georgia Retirement form with appropriate departmental approval signatures the forms are sent to Faculty Services to be approved by the Associate Dean for Faculty, Administration, and Finance who will forward these to Provost Mace's office for approval. Once these have been approved Personnel and Budget Amendments can be generated.

References:

<http://www.uga.edu/provost/retirees1906.pdf> -- Changes to re-employ UGA/USG Retirees
<http://www.coe.uga.edu/adfaculty/facservices/hiring/forms/retirerehire.html> -- Faculty Services
<http://www.busfin.uga.edu/forms/retform.pdf> -- Request Payment to USG Retiree Form
http://www.coe.uga.edu/adfaculty/business/forms/retiree_form.doc -- COE memorandum of agreement for Retirees

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