

Boulder Campus Guidance for Hiring Retirees

What are the options for hiring back a retiree?

- There are three appointment options. The specific requirements for each kind of appointment are based on state personnel rules and University policies and depend on the type of retiree (see specific requirements for each type in the sections below).
 - 6 month classified temporary (preferred/best method)
 - Regular (non-temporary) classified (at the appropriate percentage of time to meet departmental needs and PERA requirements).
 - Exempt professional (at the appropriate percentage of time to meet departmental needs and PERA or Optional Retirement Program (ORP) requirements)

What do I need to know before setting up a retiree appointment?

- Effective July 1, 2005, employers are required to pay the employer contribution to PERA for any PERA retiree who returns to work. The employer contribution is required for both temporary and regular appointments.
- The “0” record in the Human Resources Management System (HRMS) drives a CU retiree’s retirement benefits and should not be changed. Therefore, the appointment information for a working CU retiree must be entered as an additional job with a different record number in HRMS.
- When the retiree’s employment ends, the additional job should be terminated in HRMS using the resignation or end of appointment reason.

Temporary Classified

What are the requirements for a retiree in a temporary classified appointment?

- All temporary classified appointments, whether filled by a retiree or not, are limited by state personnel rules to 6 months in a rolling 12 month period. If the work period is continuous, this is an actual six months, e.g. December 15th through June 14th. If the work is intermittent, however, one day worked in a month counts for a whole month. Temporary classified employees do not earn leave, are not eligible for active CU health, life and retirement benefits, are not required to have performance plans and evaluations and are not eligible for salary survey or performance pay increases.
- Retirees who are enrolled in CU retiree health benefits will continue to receive those benefits while employed in a temporary classified appointment in accordance with Payroll and Benefits Services (PBS) policy.

Regular Classified

What are the requirements for a retiree in a regular classified appointment?

- All regular classified positions must be filled through state personnel employment processes. A recruit row in HRMS and the JobsatCU process must be completed before a regular appointment can be approved.
- Retirees that were certified in the State of Colorado personnel system are eligible to reinstate into a regular position with a job classification that is at the same pay grade level or lower than the job classification they were previously certified in, as long as they meet the minimum qualifications for the position.
- Retirees from outside the State of Colorado personnel system are not eligible to reinstate and must be appointed from an eligible list for regular classified positions.
- All regular classified positions, whether filled by a retiree or not, require a Position Description Questionnaire (PDQ). The PDQ form must be reviewed and the classification approved by Employment Services before filling the position.
- State personnel rules require that all regular classified employees have annual performance plans and evaluations. Regular employees, including retirees in regular appointments, are eligible for salary survey and performance pay increases.
- Retirees working in regular classified appointments are eligible for annual and sick leave based on the number of hours worked during the month. Leave balances will start at “0” since the leave payout process occurred when the employee retired (sick leave balances are not restored after retirement). However, leave will be accrued at the same accrual rate as when the employee retired. Maximum sick leave accrual returns to 360 hours. Time off taken from accrued leave is not considered work time and does not apply toward the

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110 day PERA limitation. Unused annual leave will be paid out to the retiree upon termination of his/her regular appointment. Unused sick leave will not be paid out to the retiree upon termination because employees are only eligible for sick leave payout upon their initial retirement.

- Retirees returning to work as regular classified employees are eligible for active employee health and life benefits from the State of Colorado based on their percentage of time. This can have an impact on retirees who have enrolled in CU retiree health benefits. **As a result, benefits eligibility for retirees returning to work in regular appointments can be complex. It is strongly recommended that working retirees schedule an appointment with a PBS benefits counselor at 303-735-6500 to discuss benefits options and impacts before returning to work.**
- Retirees working in regular classified appointments, once certified, have retention rights in the event of a layoff.
- Most positions will become eligible for overtime when set up in HRMS as hourly or when they are salaried but their percentage of time is less than 100% to meet department needs and PERA requirements.

Exempt Professional

What are the requirements for a retiree in an exempt professional appointment?

- An exempt professional appointment may only be used if the work assignment meets statutory requirements to be exempt from the state personnel system. A position description must be approved by Employment Services before utilizing this type of appointment.
- Exempt professional positions to be filled by a retiree are typically filled with a search waiver which must be approved in advance by Employment Services. The retiree's updated resume must be included with the request for search waiver.
- Retirees hired into exempt professional positions do not earn leave, are not eligible for active CU health, life and retirement benefits, are not required to have performance plans and evaluations and are not eligible for annual merit pay increases.
- Exempt professional appointments for retirees are set up in HRMS on a monthly pay cycle using the temporary status code. The appointment can be either hourly or salaried depending on the expected work schedule and terms of appointment.
- Retirees who are enrolled in CU retiree health benefits will continue to receive those benefits while employed in an exempt professional appointment, in accordance with PBS policy.
- Some positions may become overtime eligible when set up as hourly depending on the job assignment and salary.

Special Notes for PERA Retirees:

- It is the PERA retiree's responsibility to understand and monitor all PERA requirements relating to retirement and post-retirement employment.
- PERA retirees who return to work for a PERA-affiliated employer after retirement are limited to working 110 days or 720 hours per calendar year.
- PERA retirees who return to work are excluded from paying into PERA or Social Security, but they are required to pay Meditax. Working PERA retirees may make additional tax-deferred contributions through PERA's 401(k) Plan.
- PERA retirees who return to work during the month of the effective date of retirement are subject to additional rules. See the Working After Retirement page of the PERA website for additional information, exceptions, and reporting requirements: <http://www.copera.org/pera/retiree/inretirement/workingafter.stm>.
- Since working after retirement may have an impact on social security benefits, it is recommended that working retirees also consult with the Social Security Administration.

Please contact Employment Services at 303-492-6475 for additional questions regarding hiring retirees.