

Procedures for Part-Time Employment of Retirees

These procedures apply to the employment of faculty and staff who have retired from Virginia state service through VRS, ORP, and VaLORS. The procedures conform to VCU's retirement plan documents. Failure to adhere to these guidelines can jeopardize the qualified tax status of all VCU retirement plans or may result in the IRS assessing a penalty or excise tax to the retiree. *This process/form is required to be followed only once upon rehire after the initial retirement date.*

Re-Hire Criteria

- Employment agreements shall not be arranged prior to the retirement date (always the 1st of a month).
- Position duties must not be identical to those performed prior to retirement.
- Re-hire date must be at least 30 days after the retirement date or after a bona fide break in service.
- The re-employment agreement must be for a limited term. The retiree cannot exceed 1,664 work hours annually.

Eligible Employment Types for Retired State Employees

Appointments must be temporary and for one year or less in duration. In addition, departments can hire back former employees only in hourly or adjunct positions.

- Hourly staff (H1 e-class limited to 1,500 hours in a 365-day period and recorded with WAG earn type).
- Adjunct faculty positions (AJ e-class: teaching, research, or public service duties and recorded with account 533140).
- Retirees cannot exceed 1,664 work hours annually.

Re-employment in permanent part-time faculty or part-time classified staff positions is not an option if the retiree is receiving a retirement benefit.

Procedures for Re-Employing State Retirees

1. The hiring department must complete the Approval Form for Re-Employment of Retiree (attached) certifying that the above criteria have been met. The department head and dean (if applicable) sign and forward the form to the appropriate Vice President for certification (signature). Departments should not initiate discussion of re-employment until at least 30 days has lapsed.
 - For nine-month faculty, discussion should not take place until 30 days after the beginning of the next regular session semester (fall/spring) after retirement to demonstrate that there has been a bona fide break in service.
 - For research faculty who serve as principal investigators/key personnel on grants and contracts, it is likely a faculty member cannot continue to serve in the same role (e.g., principal investigator) on the same projects after retirement because federal (and most other) sponsors require notification of the termination/retirement of these positions. Failure to notify sponsors at the time of separation would demonstrate that there was a re-employment agreement and/or no bona fide break in service.
2. Once the Vice President has approved the re-hire, as documented by his signature, the department can offer the retiree a part-time (hourly or adjunct) position.
3. The signed approval form must be attached to the PAF to re-hire any retiree.

Approval Form for Re-Employment of Retiree

To be completed by retiree:

Retiree name: _____ Date of retirement: _____

Type of retirement (check all that apply): VRS ORP VaLORS

Former position type: Faculty Classified

Former position rank (if faculty) and/or title: _____

Former department: _____

Brief description of former duties (prior to retirement): _____

To be completed by hiring department:

Date of employment agreement: _____
(Cannot be prior to retirement date shown above)

Effective date of re-employment: _____
(Must be at least 30 days after retirement date listed above)

Proposed duration of re-employment assignment: _____

Brief description of duties for new position: _____

Proposed hiring status (check one): Hourly (H1) Adjunct (AJ)

Proposed percent of work effort (indicate up to 100%): _____

Source of funding: _____

Proposed salary and justification: _____

Department Head signature

Date

Dean signature (if applicable)

Date

I, _____, certify, to the best of my knowledge, that all of the re-hire criteria have been met.
Vice President signature

Date: _____