

UW-Madison Policy on Post-Retirement Employment (Effective October 5, 2011)

This policy establishes the parameters for hiring retired university employees¹. All hires of retired university employees must also comply with the requirements of state law (ETF 10.08, Wisconsin Administrative Code).

1. The employment of retired university employees is intended to address short-term needs of the university and is not to be used as a substitute for hiring on-going employees. Consequently, the appointment period for a retired university employee generally cannot exceed one year.
2. The hiring of a retired university employee is permitted only in specific circumstances. The dean/director or designee must approve all appointments, in advance. Most of these circumstances are listed below.
 - The individual is needed on an interim basis while recruiting for a permanent employee or while decisions about the necessity of, or financial support for, the position are completed.
 - The individual's expertise and experience are needed for a specific project.
 - The individual is needed to teach classes when it is not possible to hire a faculty member.
 - The individual's salary is fully supported by non-state funds.
 - Emeriti can be hired to fill teaching, research and other roles when other resources are not available, or the hire is due to the unique aspects of a specific role.
 - The individual is hired as an LTE for specific events or projects in which the appointment adheres to the UW-Madison LTE policy.
 - Other exceptional circumstances exist and can be documented.
3. Retired university employees may be hired into positions similar to those from which they retired without open recruitment with the exception of classified permanent positions. Classified permanent positions require annuitants to be hired through a competitive civil service process. Hiring retired university employees into substantially different positions requires that university recruitment policies be followed. Retired university employees hired through a competitive civil service process are not subject to the one-year limitation.
4. Continuation beyond one year requires the approval of the Vice Chancellor for Administration or designee, in advance.

Questions about this policy should be directed to the Classified Human Resources office for classified positions and to the Academic Personnel Office for unclassified positions.

¹ For purposes of this policy, "retired university employees" refers to those individuals who retired from UW-Madison and are continuing their annuity during the period of reemployment. This policy does not apply to retirees who stop their annuity and return to WRS participation during the period of employment.

Procedures for Hiring Retired UW-Madison Employees

Refer to UW-Madison Policy on Post-Retirement Employment (October 5, 2011)

The policy does not apply to an individual who has already elected or elects to stop his or her annuity and return to active participation in the WRS.

1. Application of Policy to Rehired Annuitants Employed on October 5, 2011 (Policy Effective Date)

Classified Permanent Employees

The policy does not apply to a retired UW-Madison employee who was hired into a classified permanent position.

Classified Project and Academic staff (including retired faculty hired into Professor Emeritus titles)

The policy does not apply to current rehired annuitants until they reach the ends of their current appointments. The policy, and procedures below, will apply for reappointment beyond the current end date.

Classified LTEs

Since LTEs do not have appointment end dates, the appointment end date for current LTEs is deemed to be one year from the effective date of the policy: October 4, 2012. The policy, and procedures below, will apply to reappointment beyond the end date.

Limited appointees

Limited appointees, who serve at the pleasure of the appointing authority, do not generally have an end date. If a current limited appointee who is a reemployed annuitant has an end date, the policy will apply to reappointment beyond the end date. If there is no end date, the end date is deemed to be one year from the effective date of the policy: October 4, 2012. The policy, and procedures below, will apply to reappointment beyond the end date.

2. Approval Procedures for Hiring and Reappointing Retired UW-Madison Employees

A. Initial Hire of Retired UW-Madison Employees

Hiring a retired UW-Madison employee requires prior approval of the dean, director or designee. The hire must meet one of the circumstances in #2 of the policy. The length of the appointment cannot exceed one year without prior approval of the Vice Chancellor for Administration (VCA) or designee. If the initial appointment is to exceed one year, follow the procedures described in 2.B. below. Each dean/director shall determine the approval process for his/her school/college/division and also has the responsibility to maintain records of approvals.

Procedures for Hiring Retired UW-Madison Employees

Page 2

i. Hiring into a position with similar responsibilities to the position from which the individual retired

Competitive recruitment is not required unless the position is classified permanent. Individuals may be appointed as an LTE, Project, Limited or academic staff depending on the responsibilities of the position. For Limited and academic staff positions, the basis for the waiver of recruitment is “Rehired Annuitant.”

ii. Hiring into a position with substantially different responsibilities than the position from which the individual retired

Competitive recruitment is required unless the nature of the position meets one of the following existing criteria for not recruiting.

- LTE position
- Project classified position
- Academic Staff or Limited position which meets one of the existing criteria for a waiver of open recruitment e.g., 25 percent time or less, six weeks or fewer, replacing person on a leave of absence, etc.

Individuals on all appointments except LTE must be given appointment letters specifying the end dates of the appointment. Although Limited appointments do not generally include an end date, the appointment letter must include an expected end date not later than one year after appointment. The end date must be entered into “expected job end date” in HRS. The letter shall include the following, in addition to the standard limited appointment language: “Although, as a limited appointee you will serve at the discretion of [*name of supervisor*], this appointment will not extend beyond xx/xx/xx [*a date not to exceed one year from start of the appointment*].”

The policy does not apply to an individual who elects to stop his or her annuity and return to active participation in the WRS.

The policy does not apply to a retired UW-Madison employee who is hired into a classified permanent position through a competitive civil service process whether or not he or she has elected to stop his or her annuity.

B. Reappointment Beyond One Year or an Initial Appointment Exceeding One Year

Reappointing an individual for a second or subsequent year (or an initial appointment exceeding one year) requires the approval of the VCA or designee in addition to approval by the dean, director or designee. For purposes of this policy the VCA has delegated approval to the Office of Human Resources, specifically the Classified Human Resources for classified positions and the Academic Personnel Office for unclassified positions.

Procedures for Hiring Retired UW-Madison Employees
Page 3

Process for Requesting VCA Approval

Academic Staff and Limited Appointees. The dean/director or designee will send an email to APO (apoattachments@ohr.wisc.edu) requesting approval of the reappointment or initial appointment exceeding one year. The request shall include the justification for the request.

Classified Project and LTE. The dean/director or designee will send an email to the assigned CHR contact requesting approval of the reappointment or initial appointment exceeding one year. The request shall include the justification for the request.