

SAMPLE

Rehire Annuitant Letter of Appointment for Employees Who Retired July 2, 2013 or later

Dear Ms. Smith:

It is my pleasure to confirm your appointment as an [xxxxx] in the operational area of my lab starting [August xx, 2xxx], at a salary of [\$xx,xxxx] annually. This appointment will be a [xx%] fixed term terminal appointment through [June xx, 2xxx]. Your responsibilities are stated in general terms on the attached position description. I will serve as your supervisor.

Because you retired *on or after* July 2, 2013, you are subject to the terms of Wisconsin Statute 40.22 regarding rehired annuitants. Under the state statute, your WRS annuity will be suspended and you will be required to be covered by the Wisconsin Retirement System (WRS) if you are expected to work at least one year and at least 2/3 of what is considered full time for WRS purposes.

Classified Employees:

For your position, this equates to 1,200 hours (58% appointment) in a 12- month period.

Faculty, Academic Staff and Limited on a 12-month appointment:

For your position, this equates to a 42% appointment (880 hours) in a 12- month period.

Faculty, Academic Staff and Limited on a 9-month appointment:

For your position, this equates to a 56% appointment (880 hours) in an academic year (including hours worked in summer), as well as the expectation of renewal beyond one academic year.

(Choose appropriate paragraph below)

Because the terms of your appointment do not meet the criteria above, you will not be covered by WRS and you can continue to receive your annuity. It is very important to note, however, that if the terms of your appointment change such that you meet the criteria above, you will be covered by WRS as an active employee and your annuity will be suspended until you terminate employment. While the university will monitor the terms of your employment, it is ultimately your responsibility to ensure that you do not exceed the statutory limits in order to keep your annuity.

OR

Because the terms of your appointment meet the criteria above, you will be covered by WRS and you will no longer be able to receive your WRS annuity.

You are also required to fill out the [Rehired Annuitant Election](#) form, which is due to Employee Trust Funds within 7 days of your hire date.

As you can see, this is an extremely complicated matter. I urge you to contact the UW Madison Benefits Services Office at (608) 262-5650 or benefits@ohr.wisc.edu.

(Add only if relevant to hire (refer to respective policies))

Please refer to the [Letter of Offer Attachment](#) for additional information that you need to be aware of. Two items are particularly important. This offer of employment is contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986. For information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>. Section 1 of the Form I-9 must be completed by the employee on or before the first day of employment. If you accept this offer of employment, you will receive an email from your hiring department with a link to UW-Madison's electronic I-9 system, which is run by the company GIS/Compli-9. In the email, you will be given instructions on how to log into the system. The system will provide the list of acceptable documents and detailed instructions on how to complete the electronic Form I-9. The list of documents is also attached to this letter for your easy reference. The required documents must be presented to your employing department, in person, within three days of your employment start date. If you do not have the necessary documents, you must present a receipt from a U.S. government agency for replacement document(s) within the three day limit, and you must present the required document(s) within 90 days of your employment start date. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the relevant time period. The second item I'd like to emphasize is the Staff Benefits Booklet. Many University benefits have strict time limits, so you must see [Jane Doe] in the departmental office as soon as possible to discuss your benefit options. Failure to do so could result in the loss of important benefits.

(Required if criminal background check is not done) This offer of employment is conditional pending the results of a criminal background check. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

It is the policy of [name of unit/department] to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact me [or your Division-level Personnel Representative] at [phone # and address].

I look forward to working with you. Please do not hesitate to call me if you have any questions about your appointment.

Sincerely,