Hiring Staff Retirees
Frequently Asked Questions

Retired employees possess valuable and often unique work experiences that can continue to benefit the university after they have retired. University departments may hire retirees to assist with special projects or to meet a short-term need. Retirees also benefit since returning to the university as a retiree provides them the opportunity to remain a part of our vibrant campus community. If you’re thinking about hiring a retiree, please refer to the Administrative Policy Statement “Hiring Retirees to Work in Staff positions” for additional information.

Are there limitations to the type of appointment I can hire a retiree for?
Retirees may be hired into temporary or limited term university or classified staff appointments to:

- Train, cross-train, transfer knowledge or act in a short term mentoring role for a new hire;
- Fill a position that is defined as non-supervisory and part-time;
- Fill a position on a unique and non-recurring project;
- Provide specialized knowledge or fill a specialized role; or
- Fill an interim vacancy

What are the options for hiring back a retiree?
There are several 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.

- 9 month classified temporary (P1A1XX) or temporary university staff (2582N). **This is the preferred/best method for hiring staff retirees.**
- University staff working retiree (at the appropriate percentage of time to meet departmental needs and Colorado Public Employee Retirement Association (PERA) or Optional Retirement Program (ORP) requirements). These are limited to 12 months or other defined project period. Refer to chart below for appropriate job codes.
- Regular (non-temporary) classified staff position (please contact HR/Employment Services to discuss this option).
- Note: Regardless of the appointment option, retiree appointments may have working titles that are reflective of the duties being performed (although the job code will reflect the formal title of working PERA retiree or Temporary Aide).

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

- 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 setting up the retiree appointment, end dates must be entered in HRMS. When the retiree’s employment ends, the additional job should be terminated in HRMS using the resignation or end of appointment reason.
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- All overtime eligible retirees working in temporary university staff or classified staff positions are required to track time in MyLeave or use an alternate timesheet identified by the department. The department must process the biweekly payroll through time collection via upload of hours from MyLeave or via manual entry of work hours submitted on an alternate timesheet.
- For additional questions related to payroll or benefits when hiring a retiree, please refer to the information on retirees returning to work on the Employee Services website.

What are the requirements for a retiree university staff appointment?
- A university staff appointment may only be used if the work assignment meets statutory requirements to be exempt from the state personnel system. This most frequently refers to professional positions. Professional positions are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas. The work typically involves creating, integrating, applying and sharing knowledge directly related to a professional field and would require at least a bachelor’s degree to successfully perform the work assignment.
- A position description is required to create a retiree university staff position and must be approved by HR/Employment Services before utilizing this type of appointment.
- Please note these positions are limited to a 12 month or defined project (limited time) period.

**TYPES OF UNIVERSITY STAFF POSITIONS**

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Title</th>
<th>Definition</th>
<th>Defined by State Personnel System</th>
<th>Temporary</th>
<th>Rate of Pay*</th>
<th>FLSA Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2583</td>
<td>Working PERA Retiree</td>
<td>Professional University Staff</td>
<td>No</td>
<td>Temporary</td>
<td>Daily rate**</td>
<td>exempt</td>
</tr>
<tr>
<td>2583N</td>
<td>Working PERA Retiree</td>
<td>Professional University Staff</td>
<td>No</td>
<td>Temporary</td>
<td>Hourly Rate</td>
<td>eligible</td>
</tr>
<tr>
<td>2585</td>
<td>Working ORP Retiree</td>
<td>Professional University Staff</td>
<td>No</td>
<td>Temporary</td>
<td>Daily rate**</td>
<td>exempt</td>
</tr>
<tr>
<td>2585N</td>
<td>Working ORP Retiree</td>
<td>Professional University Staff</td>
<td>No</td>
<td>Temporary</td>
<td>Hourly Rate</td>
<td>eligible</td>
</tr>
</tbody>
</table>

* In most instances, employees are paid biweekly.
** The daily rate is used in rare instances for highly paid positions.

Can a retiree appointment be extended beyond 12 months?
- In extraordinary cases, a retiree appointment may be extended beyond the 12 month or previously defined project period. This is subject to the review and approval of HR/Employment Services.
- If it is being requested that a position be extended beyond the 12 month or defined project period, an addendum to extend the appointment is required. The addendum must include a
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brief explanation describing why the extension is being requested. HR must review and approve of the addendum prior to the department obtaining signatures.

- If the extension is requested and approved, HR/Employment Services will approve new end dates in HRMS.

Are working retirees in a temporary staff position eligible for any benefits? ¹

- Working retirees may be eligible for retiree benefits. Please contact a Benefits Counselor in Employee Services for information.
- Working retirees are NOT eligible for employee benefits:
  - Are not eligible to accrue vacation or sick leave ²
  - Are not eligible for merit increases
  - Do not require a performance plan or evaluation (although this is recommended)
  - Are not eligible for tuition benefit
  - Are not allowed to volunteer time performing the same duties as if employed

What do I need to know if I’m a working PERA retiree?

- All retirees working after retirement must pay a working after retirement contribution. The contribution is applicable to all pay that is subject to employer contributions.
- Refer to the Working After Retirement page of the PERA website for specific work limitations, requirements and exceptions.
- PERA retirees who return to work during the month of the effective date of retirement are subject to additional rules. Also, please refer to the Working After Retirement page of the PERA website for additional information, exceptions, and reporting requirements.
- 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.
- It is the employee’s responsibility to confer with Employee Services and PERA to understand the implications of working as a PERA retiree (e.g. length of service, impact on PERA benefits, etc.).
- For assistance with calculating hourly (and daily) rates for PERA retirees working in university staff positions, please refer to the “Procedures for Hiring Working PERA Retirees into Staff Positions” for information.

What contributions must I make to PERA as a working PERA retiree? What does the department have to contribute?

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¹ This does not apply to retirees in regular, classified positions. Retirees working in a regular classified position are eligible for state employee benefits, earn vacation and sick leave, are eligible for merit increases, performance plans/evaluations are required, and are eligible for tuition benefits.

² If a retiree working in a temporary position has been accruing leave prior to the implementation of this policy, no further accruals will be approved after December 31, 2013. Vacation balances must be used or paid by June 30, 2014. Sick leave balances remaining after June 30, 2014 will not be paid.
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As a working retiree you pay the standard PERA contribution, but it does not contribute toward your PERA account. The department also pays the standard PERA contribution, but it, also, does not contribute toward the retiree’s PERA account.

Is there any limitation to the length of time a PERA retiree can work?
- A PERA retiree can work a maximum of 110 days per calendar year. If the retiree works more than 110 days, PERA will reduce the retiree’s monthly pension by a formula-set percentage.
- It is the employee’s responsibility to track days worked under PERA rules.
- Departments cannot hire working retirees through a temporary agency to circumvent the PERA restrictions; the PERA rules on working retirees apply to any employment, including employment as an independent contractor.
- If the working retiree chooses to rescind retirement and work at CU in a regular (non-temporary) job, the rescission must occur for both PERA and CU retirement.

If a retiree has exhausted the 110 days, can I hire that individual through a temporary employment agency so that s/he can continue working?
No. Working retirees cannot be hired through a temporary agency to circumvent the PERA restrictions. The PERA rules on working retirees apply to any employment, including employment as an independent contractor. A working retiree may, however, choose to rescind retirement and work at CU in a regular (non-temporary) job. If they do so, they must rescind their retirement for both PERA and CU purposes.

Is it true that some PERA retirees are allowed to work for 140 days? How can my department request that a retiree be approved to work for 140 days?
Each campus and system administration may designate up to 10 retirees to work for a maximum of 140 days, through the campus’ defined approval process. For the Boulder campus, the department’s Chair or Director should contact his/her Dean, Vice Chancellor and/or Provost as appropriate to inquire as to the availability of slots and for information on the request process.

If a retiree is hired into a regular, classified position and the position is later eliminated (due to lack of work, lack of funds or reorganization), is the retiree eligible for retention rights (bumping)?
Yes, if as of January 1, 2013 the retiree met the rule of 75 (age plus years of service equal 75). If the retiree met the rule of 75 as of that date, s/he would have bumping rights to other classified positions on the Boulder campus. Departments are strongly encouraged to consult HR/Employment Services before hiring a retiree into a regular, classified position.

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