

School of Education

Process for Post-Retirement (Rehired Annuitant) Employment Requests

This is intended to provide a process to hire retired university employees, by which referring to and abiding by UW-Madison, UW System and ETF policies and guidelines. All hires of retired university employees must also comply with the requirements of state law as outlined by Wisconsin Administrative Code, ETF, and UW System policy (as of 7/1/2015).

The employment of retired university employees is intended to address short-term, and/or specific programmatic needs of the university, and is not to be utilized as a substitute for hiring renewable employees. To align with direct hire waiver policies, rehired annuitant employee appointments are fixed-term. They may be renewed, upon approval.

In order to ensure that we are operating under the various policies, as outlined; hiring a rehired annuitant is permitted 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 renewable hire (employee) or while decisions about the necessity of, or financial support for, the position are being 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 a Temporary Employee (TE) for specific events or projects, in which the appointment follows the UW-Madison Temporary Employment policy.
- Other exceptional circumstances exist, can be documented and justified.

Rehired annuitants may be hired into positions similar to those from which they retired without open recruitment, through the direct hire waiver process. Hiring retired university employees into substantially different positions requires that university recruitment policies be followed. Rehired annuitants may be hired into a renewable appointment if they are hired through an open recruitment process. Rehired annuitants are eligible to apply for open positions, for which they are eligible.

Extending the fixed term appointment beyond the end date requires the approval of the Dean or designee of the School of Education, in advance of the end date.

For questions and additional information, contact your HR contact at the SoE Business office.

For additional information regarding Rehired Annuitants:

The UW System Operational Policy: GEN 10 – Rehired Annuitants

https://www.wisconsin.edu/personnelsystems/download/development_documents/ops/gen/UPS-OP-GEN-10-Rehired-Annuitants.pdf

Rehired Annuitants and Changes to WRS Benefits: <http://etf.wi.gov/news/ht-act20faqs.htm>