ADMINISTRATIVE POLICY STATEMENT

Policy Title: Hiring Retirees to Work in Staff Positions  
APS Number: 5054  
APS Functional Area: HUMAN RESOURCES

Brief Description: This policy will assist departments when hiring retirees to work in staff positions at CU.

Effective: August 1, 2017

Approved by: President Bruce D. Benson

Responsible University Officer: Vice President, Employee and Information Services

Responsible Office: Vice President, Employee and Information Services

Policy Contact: Vice President, Employee and Information Services

Supersedes: Hiring Retirees to Work in Staff Positions, January 1, 2014

Last Reviewed/Updated: August 1, 2017

Applies to: Departments that hire retirees to work in staff positions and retirees working in staff positions.

Reason for Policy: Allows CU to demonstrate employer responsibility and provide clarity and consistency to departments when hiring retirees to work in staff positions.

I. POLICY STATEMENT

A. Retirees may be hired into university staff or classified staff positions but are limited to a 9-month, 12-month or other defined project period. All appointments are to be reviewed by the applicable human resources department at the end of each period. Appointments may be used to:

1. Train, cross-train, transfer knowledge or act in a short-term mentoring role for a new incumbent;
2. Fill a position that is defined as non-supervisory and part-time;
3. Fill a position on a unique and non-recurring project;
4. Provide specialized knowledge or fill a specialized role;
5. Fill an interim vacancy; or
6. To fill a role deemed necessary by the Chancellor of a campus or the President of the System.

In addition, while retirees are generally not appointed to supervisory positions for full-time staff, there may be extraordinary situations where a retiree is asked to assume supervisory responsibilities for a limited period.

B. In addition to I.A., above, hiring Colorado Public Employee Retirement Association (PERA) retirees based on C.R.S. 24-51-1101 results in certain complexities and constraints:

1. It is the employee’s responsibility to confer with Employee Services and PERA to understand the implications of working as a PERA retiree (length of service, impact on PERA benefits, etc.).
2. Calculating Daily and Hourly Rates
   a. See Procedures for Hiring Working PERA Retirees into Staff Positions for information on calculating daily and hourly rates for PERA retirees working in University staff positions.
3. Contributions
   a. The working retiree pays the standard PERA contribution, but it does not contribute toward the retiree’s PERA account\(^1\)
   b. The department pays the standard PERA contribution, but it, too, does not contribute toward the retiree’s PERA account\(^1\)

4. Days worked
   a. The retiree can work a maximum 110 days per calendar year. If that retiree works more than 110 days, PERA will reduce the retiree’s monthly pension by a formula-set percentage.
   b. Each campus and system administration can designate 10 retirees to work for a maximum 140 days, through the campus’ defined approval process.
   c. It is the employee’s responsibility to track days worked under PERA rules.

5. 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.

6. If the working retiree chooses to rescind retirement and work at CU in a regular job, the rescission must occur for both PERA and CU retirement.

C. In addition to I.A., above, hiring CU Optional Retirement Plan (ORP) retirees may result in certain complexities and constraints:

1. An effect on distribution of 401(a) funds
2. Reduction in Social Security benefits

D. There are four staff appointment options. The specific requirements for each kind of appointment are based on university policies and state personnel rules.

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Title</th>
<th>Definition</th>
<th>Defined by State Personnel System</th>
<th>Position Type</th>
<th>Rate of Pay</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 or Hourly Rate</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 or Hourly Rate</td>
</tr>
<tr>
<td>P1A1XX</td>
<td>Temporary Aide</td>
<td>Classified staff, non-professional</td>
<td>Yes</td>
<td>Temporary</td>
<td>Hourly Rate</td>
</tr>
<tr>
<td>Other Classified Staff Codes</td>
<td>Classified Title</td>
<td>Classified staff, non-professional</td>
<td>Yes</td>
<td>Regular</td>
<td>Varies</td>
</tr>
</tbody>
</table>

\(^1\) The working retiree’s contribution to PERA is paid into a general PERA fund.
E. Benefits eligibility for working PERA or ORP retirees in temporary staff positions. These retirees:

1. May be eligible for retiree benefits (contact CU benefits for information)
2. May have working titles that are reflective of the duties being performed (job code reflects formal title of working PERA retiree or Temporary Aide)
3. Are not eligible for employee benefits
4. Are not eligible to accrue vacation or sick leave
5. Are not eligible for merit increases, and performance plans and evaluations are not required, but recommended
6. Are not eligible for tuition benefit
7. Are not allowed to volunteer time performing same duties as employment

F. Benefits eligibility for PERA retirees working in regular classified positions (I.D above). These retirees:

1. are eligible for State of Colorado employee benefits
2. may be eligible for retiree benefits (contact CU benefits for information)
3. are eligible to earn vacation and sick leave
4. are eligible for merit increases, and performance plans and evaluations are required
5. are eligible for tuition benefit

G. All retirees working in temporary university staff or classified staff positions will be paid for time worked during the prior pay period.

1. Monthly example – the time worked in January is paid at the end of February
2. Biweekly example – the time worked in a two-week period is paid two weeks later

H. All retirees working in temporary university staff or classified staff positions are required to track time in MyLeave or an alternate timesheet used by the department, and the department must process the biweekly payroll through time collection via upload of hours from MyLeave or manual entry of work hours submitted on an alternate time sheet.

I. Each campus will document procedures to address the justification process and/or the review period.

II. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Procedures for Hiring Working PERA Retirees into Staff Positions

B. Working After Retirement published by PERA

C. C.R.S 24-51-1101

III. HISTORY

- Initial policy effective January 1, 2014.
- Revised August 1, 2017.

IV. KEY WORDS

PERA, retiree, hiring, hire