



Department Contact Information  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Human Resources**  
**Rehired Retiree Application and Employment Terms for New Rehired Retiree**

*The following sections outlining the former and proposed reemployment information to be completed by Department.*

Request for:  Hire new Retiree     Fiscal Year Reverification     Change in salary/FTE

**Former Position Information**

Retiree Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_

Retired From:  Augusta University (AU)     Other USG Institution     State of Georgia Employer

AU Department or Institution at Retirement: \_\_\_\_\_

Status at Retirement:  AU Faculty     AU Staff     Other USG/BOE Employee

Retirement Effective Date: \_\_\_\_\_ Title at Retirement: \_\_\_\_\_

Employment Status:  Academic (10 month)     Fiscal (12 month)    FTE:  Full Time     Part Time

Salary at Retirement: \$ \_\_\_\_\_ (Monthly) **OR** \$ \_\_\_\_\_ (Hourly)

**Proposed Re-employment Information:**                      For Fiscal Year: \_\_\_\_\_

Department Name: \_\_\_\_\_ Position Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ *\*Must contain Rehired Retiree (May be abbreviated)*

Employment Status:  Academic (10 month)     Fiscal (12 month)

Proposed Begin Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_ *\*Cannot cross fiscal years*

Requested FTE: \_\_\_\_\_ *\*Must be no more than 49%*      Will this Rehired Retiree be working in a lab?  Yes  No

Requested Monthly Rate of Pay: \$ \_\_\_\_\_ **OR** Requested Hourly Rate of Pay: \$ \_\_\_\_\_

*Faculty Only:* Effort Breakdown (must total 100%):

Instruction \_\_\_\_\_ %    Research \_\_\_\_\_ %    Service \_\_\_\_\_ %    Administrative \_\_\_\_\_ %    Clinical \_\_\_\_\_ %

**Non-Clinical Faculty Only:** Number of Credit Hours Being Taught: \_\_\_\_\_

**Justification (explain the reason for hiring a new retiree, continuation of rehired retiree, or change)**

**Employment Responsibilities:** Attach a copy of the job description for the employee.

**For faculty positions:** List courses, class credits, and non-teaching duties per semester.

**For administrator and staff positions:** Describe general job duties.

Job Description attached: Yes No

**Supervisor and Employee Approval:**

- Employment is not approved and cannot begin until final approval has been granted from Human Resources, the President's Office, and the Teachers Retirement System of Georgia.
- Continued employment beyond the current fiscal year is not guaranteed and is dependent on acceptable performance and a continued need for the service provided.
- In order to be in compliance with TRS and BOR policies, re-hired retirees cannot work or receive compensation outside of the stated agreement below.
- Any change in employment terms must be reported and approved prior to the change taking effect.
- Employment of Retirees must be approved each fiscal year even if the retiree worked in the previous fiscal year. The deadline for submitting this form for re-employment in the next fiscal year is April 1<sup>st</sup>.
  - Optional Retirement Plan retirees are also subject to TRS approval and President's approval.

***This agreement is considered as a proposal until approval has been granted from Human Resources, the Teacher's Retirement System of Georgia and the President. By signing below, we agree to abide by the USG, TRS, and AU policies and guidelines as outlined above related to rehiring retirees.***

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Head/Supervisor: (print name) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean/VP/Director: (print name) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Human Resources Review/Approval:** A check below indicates that these items are compliant with the Board of Regents, Teacher's Retirement System, and AU policies.

Retirement Plan: TRS  ORP  ERS

Salary compliant with policies: Yes No

Preliminary Review approved by Human Resources Yes No

Preliminary Review by: (print name) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Office of the President Review/Approval:**

Approved by President: Yes No

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_