

Brian C. Beach
Senior Vice President for
Administration and Business Ventures

Paula Varnes Fussell
Vice President for
Human Resource Services

February 4, 2010

MEMORANDUM

To: Vice Presidents, Deans, and Directors

From: Brian C. Beach, Senior Vice President for Administration and Business Ventures
Paula Varnes Fussell, Vice President for Human Resource Services

Subject: Policy for Reemployment of Individuals Who Have Retired From the University of Florida (UF)

In certain circumstances the State of Florida Division of Retirement allows reemployment of employees who have retired. In addition to the process defined under the State of Florida law, the university is implementing a new policy related to the reemployment of individuals who have retired from UF. This policy may allow these individuals to be reemployed but only under limited circumstances to meet specific institutional needs. The policy covers participants in all plans offered through the Florida Retirement System (including employees in the Optional Retirement Plan and those who have completed DROP). It also applies to UF's direct support organizations.

The new policy requires approval by the Vice President or Senior Vice President over the hiring area, as well as the Vice President for Human Resource Services, unless the appointment meets the following conditions:

- 1) The individual is appointed using non-state funds, and
- 2) The individual is appointed as OPS or adjunct faculty, and
- 3) The individual is appointed .5 FTE or less, and
- 4) The individual is appointed for one year or less.

Attached is the Rehire Exception Request form that will need to be completed for those appointments that do not meet the conditions listed above. A copy of the request form can also be found on the Human Resource Services web site http://www.hr.ufl.edu/recruitment/forms/rehire_request.pdf.

Examples of situations that will require the completion of the Rehire Request form include employees being paid from state funds, appointed for more than one year, or appointed in a benefits-eligible position. Any such requests for reemployment should be submitted to the Vice President of Human Resources only after approval has been obtained from the dean or director of the unit, as well as from the appropriate Vice President or Senior Vice President. All approvals are required prior to the offer of employment.

Please note that the Florida Division of Retirement also has new policies that could impact retirement benefits for those employees who retire on or after July 1, 2010. Additional information may be found at <http://www.hr.ufl.edu/infogator/2009/july/expanded.htm#frs>.

Thank you for your assistance in implementing this new policy. If you have any questions regarding this memorandum, please feel free to call Paula Varnes Fussell at (352) 392-1075. Other retirement-related questions can be directed to our University Retirement office at 392-2477 or retirement@ufl.edu.

Attachment