

**UTAH DEPARTMENT OF HUMAN SERVICES
POLICY & PROCEDURES**

Reference: 02-16

Effective Date: September 4, 2001

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Revision Date: July 2, 2004

SUBJECT: REEMPLOYMENT OF RETIRED STATE EMPLOYEES

RATIONALE: State law (UCA 49-11-504) allows for the reemployment of former state employees who have retired from state service. Since a retired state employee has voluntarily terminated employment, they have no exclusive rights to be rehired and must be treated as any other job applicant. This policy establishes a procedure that shall be followed by all department-hiring authorities prior to making an offer of reemployment to a retired state employee.

POLICY

Reemployment of any individual who has retired from the Utah Retirement System (URS) shall be done consistent with the UCA 49-11-504, Utah Retirement Systems Employers Guide, Human Resource Management Rules, and Department of Human Services (DHS) Policy.

The Executive Director, DHS, shall have final approval for all hires of individuals who have retired from the URS. All hires include individuals for both career service exempt (Schedule AJ, AL, etc), and career service (Schedule B) positions.

Agency management shall secure the final approval from the Executive Director, DHS prior to making an offer of employment to any individual who has retired from the URS.

PROCEDURES

A. Career Service (Schedule B) Appointments:

- 1) The retiree shall be hired through an approved competitive process consistent with Human Resource Management Rule R477-4.
- 2) The salary shall be approved by the Executive Director and shall be within the approved salary range.
- 3) The retiree, if in a position eligible for employee benefits, must work 20 or more hours a week to qualify for benefits.
- 4) After having followed an open competitive recruitment process and before extending an offer of reemployment to a retired state employee, the hiring authority shall:
 - a. Document through a cost benefit analysis how the reemployment will be a benefit to the department.
 - b. Submit the proposed employment offer to the DHS Office of Human Resources (OHR) for review for compliance with DHRM rules and State law. This proposal shall include the hiring officials recommended salary step for the reemployment of the former state employee.

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- c. The Office of Human Resources (OHR) shall secure the approval of the DHS Executive Director.
- d. An individual approved to be reemployed under this section shall be rehired into a probationary status.

B. Career Service Exempt (Schedule A) Appointments:

- 1) Agency Managers may use any process to select career service exempt positions that complies with state and federal law and regulations.
- 2) Agency Managers shall follow all other procedures outlined in section A prior to making an offer of employment to an individual who has retired from the URS. However, the final approval to hire must be made by the Executive Director, DHS.
- 3) In order for an employee to go from a Schedule A position to a Schedule B position, they must go through an open competitive process as outlined in Section A above.

C. Notification of the Utah Retirement Systems

- 1) The OHR shall notify the URS of the reemployment of any employee under this policy consistent with UCA 49-11-504.

Robin Arnold-Williams

DATE 07-02-2004

Robin Arnold-Williams, Executive Director
Department of Human Services