

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **RE-EMPLOYMENT OF COMMONWEALTH ANNUITANTS-Policy No. G013**

Recommended for Approval By David M. O'Dessa, Vice President for Administration and Institutional Advancement

Approved By Foster F. Diebold, President on October 18, 1993

Review Date: As Required

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### **INTENT**

The intent of this policy is to comply with Management Directive 515.20 regarding Re-employment of Commonwealth Annuitants and to adhere with the resulting incorporated changes to the Retirement Code resulting from Act 1991-23.

### **POLICY**

In accordance with Act 1991-23, there shall be approval by the Chancellor that an emergency exists so as to create a "serious impairment of University service to its constituents." As such, the terms emergency shall be interpreted within a narrow literal context, thereby precluding the appointment of annuitants when the existing vacancy fails to meet the test of serious impairment of service to constituents.

When, however, in the judgment of the president, such a vacancy meets the required standard and with the approval of the Chancellor, an annuitant may be returned to state service for a period not to exceed 95 days in any fiscal year without loss of annuity. Contracts, if approved, shall only be for the performance of duties the annuitant originally did as a University employee. Further compliance with Act 1992-23 and Management Directive 515.20 shall also require any annuity payable to cease if an annuitant returns to University service.

### **PROCEDURE**

The following information must be submitted to the President and forwarded to the Office of the Chancellor when requesting approval for the re-employment of an annuitant:

1. Name
2. Social Security Number
3. Begin and end dates of the re-employment
4. Actual number of days of re-employment
5. Previous history as a re-employed annuitant

6. Class title and rate of pay of the annuitant at the time of retirement
7. The rate of pay for the re-employment period

The justification for re-employment should address the following:

1. The nature of the emergency requiring re-employment of an annuitant
2. The necessity for the services to be performed
3. The reason other recruitment efforts failed to produce an alternate candidate for the position

attachment - Management Directive 515.20 can be reviewed in any Vice President's Office.