

Human Resources Policy Manual

Topic: Re-Employment of Retirees

Policy # 212.00 **Version:** 1.0 **Effective Date:** 7/1/2012

Purpose:

This policy has been established to give general guidance to employees of The University of Alabama who wish to be re-employed at the University after their retirement. Employees who plan to retire from the University should contact the HR Service Center for guidance at least 90 – 120 days in advance of their anticipated retirement date. Note: employees who are in high level management or administrative positions are expected to give a much greater notice than the usual 90 – 120 days. Employees are also advised to seek additional expertise and guidance as necessary prior to formalizing their post-retirement re-employment plans.

Policy:

Whether or not one may be re-employed after retirement is subject to the approval of the appropriate University hiring authority and is dependent on whether or not a budgeted position is available. Re-employment is also subject to the guidelines of several entities including (but, may not be limited to) the Retirement Systems of Alabama and the Alabama Ethics Commission. Specifically, it is the responsibility of retiring individuals to determine whether or not the *revolving door* provision of the Alabama Ethics law applies to them.

PROCEDURE

Individuals who retire from positions which may be subject to the *revolving door* provision as defined by the Alabama Ethics Commission should discuss their retirement/re-employment plans with the Benefits area of Human Resources. Individuals may also contact the Office of the Associate VP for Human Resources or the Office for Academic Affairs for information related to the *revolving door* provision.

In general, the *revolving door* provision applies to individuals who retire from positions of authority. These are positions in which the incumbents have authority to hire, fire, make purchases, approve or grant contracts, etc. Human Resources and/or the Office for Academic Affairs will provide information and general guidance to individuals who need to determine whether or not their position is a position of authority. However, the ultimate responsibility for that determination is between the individual employee and the Alabama Ethics Commission.

If, after working with the Office for Academic Affairs or the Office of the Associate VP for Human Resources and after going through a determination process with the Ethics Commission, it is determined that the individual is/was in a position of authority, that individual will be barred from re-employment at the University for a period of two (2) years unless they choose to suspend retirement benefits from the Retirement Systems of Alabama. If the individual chooses to suspend their retirement benefits and pursue being re-employed at the University, they are advised to seek guidance from Human Resources in advance of being re-employed. Re-employment (after suspending retirement benefits) is also subject to several important restrictions.

Individuals who retire from positions which are NOT subject to the *revolving door* provision (i.e. retire from positions which are not positions of authority) are still subject to certain restrictions and limits, especially from the Retirement Systems of Alabama. Those individuals should also seek guidance from the Benefits area of Human Resources well in advance of their proposed retirement date.

