

**MEMORANDUM**

**TO:** Deans, Cabinet, Vice Provosts, Vice Presidents  
**FROM:** Kim D. Harrington, Ph.D. – AVP-HR   
**SUBJECT:** Retired but Working Percent Time Policy  
**DATE:** July 1, 2016

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Late last fall, the University System of Georgia (USG) confirmed the policy related to percent time limits for retired-but-working (RBW) colleagues. This memo is to reaffirm Institute leadership's understanding of USG and Georgia Tech practice regarding this policy.

Georgia Tech will adhere to **USG policy 8.2.8.3** for ALL retired-but-working employees. This policy does not make a distinction between TRS and ORP retirees. The same reporting, pay and time requirements apply to all retired-but-working employees and to staff and faculty.

[8.2.8.3 Employment Beyond Retirement](#) (BoR Minutes, April 2002; November, 2007; October 2008)

An individual who has retired from the USG and is receiving benefits from the Teachers Retirement System, the Employees Retirement System, or the Regent's Retirement Plan, may be eligible for reemployment on a part-time basis by the USG. Reemployment of USG retirees by the USG must fall under the following conditions:

1. The reemployment of a USG retiree must be approved by the hiring institution's president. Institutions must submit a copy of their hiring and approval procedures to rehire USG retirees to the Office of Faculty Affairs.
2. A rehired retiree must have a minimum break of at least one (1) month between the effective date of his/her retirement and the effective date of his/her reemployment.
3. The work commitment of a rehired retiree must be less than half-time; i.e., less than 49%.
4. The salary that is paid to a rehired retiree must be either:
  - a. No more than 49% of the annual benefit-base compensation amount that he/she was earning at the time of his/her retirement, with consideration for the average merit increase percentages that have been applied since the employee retired; or,
  - b. No more than 49% of the average compensation for the position into which the retiree is being hired based on the institution's existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents; or,
  - c. No more than 49% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional chief human resources officer.
5. The salary that is paid to a rehired retiree must be consistent with his/her work commitment.

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RBW employees can be a valued part of our campus community, as they work in critical roles for a limited and defined period of time to transfer knowledge and complete projects. They are also a type of temporary employee approved by the President to accomplish specific, short-term tasks. RBW employees should not be considered or treated as regular employees who have no specific end to their employment term. A termination date must be entered into PeopleSoft at the time an employee is approved for RBW status. RBW requests will not be processed without a planned, future end of appointment date.

To clarify, the following rules are in place and will be enforced effective July 1, 2016:

1. To ensure compliance with existing USG rules: Georgia Tech may not promise any current employee future employment as an RBW employee.
2. To ensure compliance with the 49% time rule: Hours will be tracked centrally and reported to units on a monthly basis to ensure that no RBW employee is working more than 49% time, in total, on any combination of projects during any month. (Example: teaching a course and conducting research combined may not be more than 49% total time.)
3. To ensure compliance with the 49% pay rule: RBW employees are no longer eligible for extra compensation.
  - a. Where a RBW employee is working multiple jobs within the 49% time limit, units will have to work with payroll and accounting to create an appropriate rate for the work being performed, and ensure it is charged to the correct department.
  - b. RBWs are allowed to be paid based upon a current market rate for the position(s) being filled, with market rate to be confirmed by Georgia Tech Human Resources as appropriate. (Note: market rate may take into account internal comparisons and external. Internal comparisons may include impact of merit increases for regular, ongoing employees).

([The University System of Georgia Standard Conversion chart](#) should be used to calculate percent time for RBW employees teaching academic credit courses.)

Additional information will be shared directly with managers, campus HR professionals, employees and retirees in the coming weeks. For existing commitments in conflict with these existing policies and practices, please reach out to your local HR representative to discuss options.