

## Post-Retirement Appointments – updated March 7<sup>th</sup>, 2017

For those Extension employees who are participants in federal retirement programs, and are interested in post-retirement appointments, our College of Agriculture Extension Administration has now developed and defined the guidelines for post-retirement appointments. As you know, with the termination of federal appointments January 31, 2003, USDA relaxed its restrictions on post-retirement appointments. For some time agencies of state and local government and school systems, as well as some units on the UK campus, have been offering this option. However, some issues that existed last year at the time we were preparing to implement a post-retirement plan for federal retirement participants in the College of Agriculture caused us to put those plans on hold for other than a few test causes. We are now ready to proceed to offer post-retirement appointments more broadly.

The following conditions apply:

- Whether or not a person seeks a post-retirement appointment, the decision to retire is irrevocable once executed.
- Prior to beginning a post-retirement appointment, an employee must take federal retirement.
- At least a three-day break in service must occur prior to starting the post-retirement appointment (e.g. start the post-retirement appointment on or after the fourth day after retirement). The person would then receive the federal retirement annuity while also holding a temporary position with UK. For faculty, retirement also means giving up tenure.

**NOTE: The retirement date and the beginning date of the post retirement appointment cannot be in the same pay period due to SAP restrictions. This means that for monthly employees, the retirement date and post retirement beginning date must be in different months.**

- University regulations restrict appointments to one year in length, but appointments may be renewed for additional one-year periods with mutual agreement of CES and the employee.
- Approval of appointments will be dependent upon continued funding support, satisfactory job performance by the individual, and consultation with the county in the case of county agents.
- Other than Social Security and Medicare, all other employer contributions for benefits will cease. However, employees will be able to continue to shelter income through a Supplemental Retirement Annuity (SRA).
- Appointments will not be automatic, but will be decided on a case-by-case basis by recommendation of the Dean and Provost to the Board of Trustees.
- Even though post-retirement appointments are approved for a period of one year, in times of severe budget cuts they should be viewed as less secure than regular positions.

- The ability to offer post-retirement appointments in the future could depend upon whether state and/or federal governments place any restrictions on this option.

Post-retirement positions will not be approved on a full-time basis except in cases where circumstances warrant such as a significantly different full-time appointment with available funding. Generally, an 80% or less appointment is planned. Specifically, the following guidelines will be used:

- For County Extension Agent positions, to show a savings of budget expenditures and to still be able to cover the job responsibilities, county agent positions will be approved for an 80% appointment.
- Depending on the position, somewhat more flexibility may exist with specialist positions or shorter term positions.
- Even though there are no guarantees beyond one year, a person may propose an arrangement for more than one year. **A five-year period is the maximum that will be considered.**

The application procedure for a post-retirement appointment will require a proposal from the employee to his or her supervisor. The proposal should contain a plan that spells out the position, the percentage of time of the appointment, and a timeline indicating when it is proposed to occur. Included should be a position description that spells out job expectations that are consistent with the program needs of the county or department. **The proposal should be developed jointly by the employee and the supervisor.**

Expectations of employees with post-retirement appointments will be the same as any other employee. Counties will continue to budget for program support, travel, and professional development for agents. Agents will continue to submit reports, statistical information, success stories, and performance overviews. Although vacation, holiday and sick leave may not be reported through the UK SAP, agents should be accountable for anytime taken away from work. This should be in the form of an absence sheet. The salary level will be the same as in the regular position, adjusted for percentage of appointment.

#### **Steps to be Followed for Post-Retirement Appointments are:**

Persons who are eligible, or are nearing eligibility for retirement, who wish to consider a post-retirement appointment should contact Le Anne Herzog in order to have their anticipated retirement benefits calculated. Agents will want to communicate with their District Directors and involve them in planning the proposal. Agents should then contact Director of County Operations to discuss the unique aspects of their situation and to propose an arrangement. Specialists and Associates should work with their department chair and/or assistant director (whichever is in the primary administrative role) to develop a mutually acceptable proposal. Assistant directors should forward proposals through Extension administration; department chairs directly to the Dean's Office. Post-retirement appointments will be recommended by the Dean and Provost to the Board of Trustees. In order to allow sufficient time to secure approval for the appointment before the proposed retirement date, it is recommended that individuals seeking a post-retirement appointment start the process two to three months in advance of the effective date. Anticipating that there may be other questions, feel free to contact the Director of County Operations. **In addition, see Post-Retirement Guidelines.**

## **Post Retirement Guidelines**

The following are general guidelines to be followed:

1. A letter from the employee stating the intent to retire and the start date of retirement is to be sent to the District Director.
2. A letter requesting a post retirement position should be sent to the District Director either with the letter of retirement or after. (Post retirements need three months minimum to be processed). The letter requesting a post retirement appointment must include a start date (there must be a 3 day break in service between retirement and a post position appointment), an ending date (no more than 1 year), a description of the job duties and goals for the post retirement position and the percentage of post retirement being requested (maximum of 80%).
3. The retirement letter, the post retirement request and a letter of support from the District Director should be sent to Director of Extension. If the DD and Director or Extension approve, the process continues through the Dean's Office, Provost and Board of Trustees, thus the need for a three-month window.

**Here is a link to the current Board of Trustees Meetings with due dates for materials:**

<http://administration.ca.uky.edu/deadlines>