



HUMAN RESOURCES MANAGEMENT POLICY

POST-TERI AND POST-RETIREMENT EMPLOYMENT

POLICY 51

NOTE: THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC). MUSC RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. Policy

- A.** This document sets forth the Medical University of South Carolina policy on the reemployment of individuals who have retired from the South Carolina Retirement System (SCRS), South Carolina Police Officers' Retirement System (PORS), South Carolina state sponsored Optional Retirement Program (ORP) or at the conclusion of participation in the Teacher and Employee Retention Incentive (TERI) program.

- B.** Post-TERI and post-retirement employment of University faculty, staff and administrators is at the discretion of the University and is not guaranteed. Reemployment must be approved by the appropriate Vice President or the President and should be into a position identified as essential to the mission of the unit.

SUBJECT: Post-TERI and Post-Retirement Employment

- C.** Post-TERI and other retired University faculty, staff and administrators may be employed in temporary positions for no longer than one year per agreement. Subsequent one-year renewals may be considered on a case-by-case basis. These individuals will be required to sign a [Statement of Understanding](#) prior to beginning employment as a retired employee.
- D.** Employment is at-will, and may be terminated at any time, with or without cause, at the discretion of the hiring official. Post-TERI and other retired employees do not have faculty or staff grievance rights or tenure status.
- E.** Individuals who retired from SCRS or PORS and are rehired are required by State law to contribute to SCRS or PORS. The University is required to pay its portion to the appropriate retirement program.
- F.** Temporary employees do not accrue annual or sick leave nor have paid holidays.
- G.** Reemployment Waiting Periods

 - 1. Retirees must take a 15 calendar day break before returning to employment at an agency that participates in SCRS, PORS or State ORP. Failure to take a 15 calendar day break will result in the suspension of retirement payments while the retiree remains reemployed by the covered employer.
 - 2. For TERI retirees, time participating in the TERI program counts towards the 15 calendar day waiting period; however, a post-TERI retiree must be off the University payroll for at least one workday prior to reemployment.
- H.** Posting Positions for Post-TERI and Post-Retirement Positions

 - 1. Post-TERI and post-retirement individuals may be reemployed in the same position and same department from which they separated without

SUBJECT: Post-TERI and Post-Retirement Employment

the department posting the position provided the reemployment occurs immediately following the required break in service from the time the individual left the department.

2. Post-TERI and post-retirement individuals may apply for any MUSC advertised vacancy for which they are qualified; however, if hired, their employment is "at-will" and may be no longer than one year with the opportunity to be offered subsequent one-year renewal agreements, on a case-by-case basis.

I. Salary of Post-TERI and Post-Retirement Employees

1. Salary approvals will be determined by the Department of Human Resources Management (HRM) and the State Office of Human Resources, if necessary, taking into account education, experience and equity within the respective hiring area. The approved salaries for the rehired retirees may be less than their salaries at the time of retirement.

II. Procedure

A. Approval for Post-TERI and Post-Retirement Employment

1. Faculty

- a) The authority to offer post-TERI and post-retirement employment into a faculty position rests with the appropriate Dean and the Provost.
- b) There is no right to appeal if employment is not offered to a post-TERI or retired faculty member.

2. Administrators and Staff

- a) Authority to offer post-TERI and post-retirement employment to administrators or staff rests with the appropriate Vice President or the President. For positions reporting to the President or the Board

SUBJECT: Post-TERI and Post-Retirement Employment

of Trustees, authority to offer post-TERI or post-retirement employment rests at that level.

- b) There is no right to appeal if employment is not offered to a post-TERI or retired administrator or staff member.

B. Required Documents and Reemployment Requirements

- 1. Faculty - The following hiring documents are required:

- a) A signed Statement of Understanding outlining key conditions of reemployment
- b) An academic profile
- c) Employment Eligibility Verification form (I-9)
- d) Pre-employment screen including drug screen and background check
- e) OSHA
- f) Compliance
- g) PEAR form

- 2. Administrators and Staff - The following hiring documents are required:

- a) A signed Statement of Understanding outlining key conditions of reemployment
- b) An application for employment
- c) Employment Eligibility Verification form (I-9)
- d) Pre-employment screen including drug screen and background check
- e) OSHA
- f) Compliance
- g) PEAR form

C. Renewal of Appointment

The renewal of a post-TERI or post-retirement employment agreement must be initiated at least one pay period prior to the end date of the

SUBJECT: Post-TERI and Post-Retirement Employment

current agreement. It is the responsibility of the department to insure a new Statement of Understanding is initiated and signed by the employee.

D. Termination of Appointment

For payroll purposes, termination of post-TERI or post-retirement employment must be initiated at least one pay period prior to the end date of the current agreement.

This is accomplished through submission of a [Notice of Separation.](#)

Approved by:	Information Contact	Implemented
_____ Lisa P. Montgomery Vice President Finance & Administration	Director of Human Resources Management	March 2009