PURPOSE

The purpose is to establish policies and procedures in accordance with Commonwealth Management Directive 515.20 (Reemployment of Commonwealth Annuitants) for reinstatement or reemployment of persons retired from East Stroudsburg University of Pennsylvania.

SCOPE

This policy applies to all annuitants of East Stroudsburg University of Pennsylvania.

POLICY

The Act of August 5, 1991, P.L. 183, No. 23, amending Titles 24 and 71 of the PA Consolidated Statues, provides that: “An annuitant may be returned to State service for a period not to exceed 95 days in any calendar year.”

Critical vacancies resulting from retirements should be filled on a permanent basis as quickly as possible. However, when, in the judgment of the employer, an emergency creates an increase in the workload such that there is a serious impairment of service to the public, an annuitant may, with the approval of the State System, be returned to state service as a temporary wage employee for a period not to exceed 95 workdays in any calendar year without loss of annuity.

It is administration policy to interpret “emergency” within a narrow literal context. It is not intended to allow the appointment of annuitants when circumstances clearly do not meet the statutory test or to allow the appointment of annuitants to circumvent complement levels.

DEFINITIONS

Annuitant: Any employee retired from Commonwealth service, regardless of retirement plan.

Emergency: A condition that would result in the serious impairment of services; that hiring an annuitant is essential to the continuation of vital services; and that the annuitant is the only person available to alleviate the situation.

95 days: 95 workdays with pay in a calendar year. Any amount of time less than one-half of a day shall be counted as one-half of a day; one-half and over shall be counted as a full day.

Approval of the Office of the Chancellor: The required “Request for Annuitant Re-Hire” is completed by the Director of Human Resource Management and approved via signature by the Office of the Chancellor, Office of System Personnel Services.
RESPONSIBILITIES

1. The Director of Human Resource Management will determine that a bona fide emergency exists which has the potential to seriously impair services.

2. The Director of Human Resource Management will verify that an annuitant is the only person available to help alleviate the situation.

3. The Director of Human Resource Management will complete the required PASSHE “Request for Annuitant Re-Hire” form (Attachment A) and submit to the Office of the Chancellor for approval.

4. Upon approval, The Director of Human Resource Management or his/her designee, will advise annuitant that retirement annuity benefits and health benefit coverage are not affected by emergency reemployment of 95 workdays or less. They are also advised that no active employee benefits or leave entitlements will apply.

This policy will become effective immediately.

_______________________     Date:_____________
Robert J. Dillman
President