



Human Resources Policies and Procedures

Policy Title: Employment of City Retirees	Policy Number: 3.16
Effective: January 1, 2023 Supersedes previous version of policy effective dated April 1, 2013	
Approval: <i>Debra K. Buckson</i>	Page 1 of 2

1.0 Scope

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Independent Contractors |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Visitors, Vendors, Volunteers |
| <input checked="" type="checkbox"/> Non-Union | <input type="checkbox"/> Board and Commission Members |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

- 2.1 The purpose of this policy is to define the City policy, procedures and requirements when re-hiring City retirees.

3.0 Policy

- 3.1 In general, City of Ann Arbor retirees are precluded from re-employment with the City.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

3.2 Exceptions to this policy are handled on a case-by-case basis and must meet the following requirements:

- There was no pre-arrangement or promise of re-employment, part-time, or temporary assignment with the City prior to the retiree's effective date of retirement.
- Retirees must be separated from the City for at least 90 days or 30 days from the date the retiree began receiving retirement benefit payments from the City of Ann Arbor Employees' Retirement System.
- Retirees must have a drug screen before re-employment and be subject to any other pre-employment requirements for the position.
- The hourly rate for the new position cannot be more than the former hourly rate when employed as a regular employee by the City, unless warranted by exceptional circumstances and approved in advance by the City Administrator

3.3 So long as all applicable IRS rules and regulations are satisfied, re-employed retiree's pension payments may continue during the period of re-employment, but the re-employed retiree shall not again become a member of the Retirement System or accrue additional service credit

4.0 Responsibility

Management and Human Resources shall be responsible for bringing the contents of this policy to the attention of all members of their management staff and maintaining reasonable enforcement of this policy.

5.0 Procedures

- 5.1** Manager/Supervisor determines they need the services of a City retiree.
- 5.2** Manager/Supervisor completes an Employment of Retiree Form and sends completed form to Service Area Administrator (SAA) for approval.
- 5.3** SAA sends completed approved form to Recruiting Supervisor.
- 5.4** Recruiting Supervisor will begin the hiring process for the retiree's hire. Recruiting Supervisor will initiate contract with the City Attorney's office to ensure compliance with this policy before new assignment begins.
- 5.5** Recruiting Supervisor will notify the requesting Manager/Supervisor when the hiring process is completed and the new assignment can begin.

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Re-Employment of Retirees Form

Candidate Name:	
Date of Separation:	
Effective Date of Retirement:	
Date First Retirement/Pension Payment Received:	
Former Position:	
Former Hourly Rate:	
Desired Hourly Rate:	
Maximum Dollar Amount to be Used:	
Position for Re-Employment:	
Estimated length of assignment:	
Timesheet Team:	
Supervisor:	
G/L Account:	
Function:	
Badge with Access:	Yes No If yes, same as:
Computer Access Needed:	Yes No If yes, same as:

Manager Signature: _____

SAA Signature: _____

HR USE ONLY

Hiring Requirement	Completed	Date Received
Contract		
Drug Screen		
Background Check		
Tax Forms		
Computer Use Forms		