



**UAR NUMBER:**

**TITLE:**

**ORIGINATOR(S):**

**INITIAL ADOPTION:**

**REVISION DATE(S):**

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

**PURPOSE:**

**SCOPE:**

**DESCRIPTION (INCLUDE DEFINITIONS):**

**BACKGROUND:**

- A. Within certain limitations as set forth below, Kentucky Revised Statutes (KRS) allow retirees under the Kentucky Employees Retirement System (KERS) to be re-employed in a full-time capacity with the same organization from which they retired.
- B. Retirees may apply for any vacant position for which they qualify, regardless of whether the position is the one from which they are retiring. KERS retirees seeking reemployment at Morehead State University will be afforded equal consideration for employment as per the University's Affirmative Action Plan.
- C. Subject to the following conditions, Morehead State University may allow non-competitive re-employment of KERS retirees on a full-time basis:
  - 1. University need must be clearly defined;
  - 2. A vacant position must be available;
  - 3. The employee for whom re-employment is being requested must be qualified for the position;
  - 4. Re-employment must be in the best interests of the University;
  - 5. Non-competitive re-employment must be consistent with the University's Affirmative Action Plan; and
  - 6. Re-employment is not an entitlement for the employee and approvals will be made or denied on a case-by-case basis.

**ELIGIBILITY REQUIREMENTS:**

- A. If employee is returning to same or similar job from which he or she retired, there must be at least a six-month break in service unless employee is 65 years of age or older at retirement, then the required break in service is one month (as per KRS requirements).
- B. If employee is returning to MSU in a different and non-similar position, there is a required break in service of three months (as per KRS requirements). Hazardous Duty retirees may return after one month.

**PROCEDURAL REQUIREMENTS:**

- A. Morehead State University KERS retirees wishing to be non-competitively re-employed at MSU must make application to the Department to which they are seeking re-employment. The request must be supported by the appropriate Vice President (or Assistant Vice President in units without a Vice President) and approved by the President. After approval by the President, the request must be submitted to the Office of Human Resources. The request for re-employment must include justification:
  - 1. That the employee's re-employment is in the best interest of the University;
  - 2. That the employee possesses demonstrated skills and abilities that would likely be unavailable in the general labor market; and
  - 3. For any salary request above the entry level for that position, if applicable.
- B. If the employee is approved for non-competitive re-hire into any position at the University, a search waiver must be completed and approved before a Personnel Action Request (PAR) is submitted.

**APPROVED BY:**

VICE PRESIDENT: \_\_\_\_\_ DATE: 9/28/18

APPROPRIATE INSTITUTIONAL REVIEW: *Hand Kelly* \_\_\_\_\_ DATE: 9/28/18

PRESIDENT: *Jay Morgan* \_\_\_\_\_ DATE: 9/28/18

**DESCRIPTION (CONTINUED):**