

To: Deans, Directors, Department Heads
cc: Chancellor/Vice Chancellors; HRAG
From: John Loya, Vice Chancellor for Human Resources
R. Michael Tanner, Provost & Vice Chancellor for Academic Affairs
Re: Implementation of Policy on Re-Hiring University of Illinois Retirees

Dear Colleagues,

As a follow-up to Chancellor Manning's communication of July 21, 2006 and subsequent to the July 13, 2006 meeting of the Board of Trustees (BOT) where the Board approved a Policy on Re-Hiring University of Illinois Retirees, attached is a revised UIC Proposal for Re-employment of a U of I Retiree form.

In summary, the new policy provides criteria for the re-employment of UI retirees. Board of Trustees approval is required in certain circumstances, and periodic reporting is required for those rehires that do not need BOT approval.

The revised form and new policy can be found at the following websites:

http://www.uic.edu/depts/oa/policies_proced.html or <http://www.uic.edu/depts/hr/whatsnew.html>

A few words about the form:

1. The same form is used for those appointments that require *prior* BOT approval as well as those that only require campus approval and BOT reporting.
2. The same form is used for faculty and non-faculty (academic professional, academic hourly and administrative staff).
3. The form is designed to meet reporting requirements of the Board approved policy.
4. In order to eliminate the need for completing a Banner transaction once an appointment is approved, PITR information has been included on the same form.
5. The attached job aid and form outlines required signatures according to the type of approval needed.

It is important to emphasize that special attention should be given to the time needed to submit a request for prior Board approval. A department seeking such a request must plan for campus routing before it is sent to the Board office in time to appear on the agenda of the Board. These appointments cannot be effective until they have been approved at a scheduled Board meeting. One should allow a minimum of 5 weeks advance processing time *before a Board meeting* to ensure the appointment's consideration in time for the proposed effective date. For example, an appointment of a retiree with a proposed effective date of December 1, 2006 must follow the reporting chain for campus authorization, receiving the Chancellor's authorization no later than September 29 to be considered at the November 9 meeting. The BOT meeting schedule for next year is: September 7, November 9, January 18, March 13, May 17 and July 11-12.

For this time only, a deadline of August 11 has been established for *prior* BOT approval at their next meeting scheduled for September 7, 2006. Until we are able to offer electronic signatures and routing of this form, and in order to meet the timeframe for the September 7, 2006 Board meeting, Faculty Affairs Human Resources and UIC Human Resources will accept the form as an email attachment that records the requisite approval trail as outlined on the form. Please note that it is not necessary to resubmit forms that were completed in preparation for the July 13 meeting of the Board, unless the title, percentage appointment (FTE), salary, source of funds, or appointment dates are changing.

If you have any questions regarding faculty re-employment, please contact Liz Bunte (312) 355-2412; for academic professional and civil service support staff, please contact Patricia Gill (312) 996-9306.

References: BOT Policy on Re-Hiring University of Illinois Retirees, 7/13/06