State of Utah DEPARTMENT OF NATURAL RESOURCES	Ref: NR-01-B-13	Page: 1 of 2
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POLICIES & PROCEDURES – *Human Resources*	Subject: **Re-Employment of Retirees**	
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I. PURPOSE

The Department of Natural Resources recognizes that retired workers can make a valuable contribution toward state agencies meeting goals and objectives. The purpose of the policy is to ensure that all retirees of the Utah Retirement System (URS) and all hiring officials take into consideration various guidelines before any offers of employment are made.

II. SCOPE OF POLICY

This policy applies to all individuals who have (1) officially retired through the URS from the Department of Natural Resources (DNR); and (2) who come back to work with the Department of Natural Resources.

III. POLICY

It is the policy of the Department of Natural Resources that the following be complied with when offers of employment are made to employees who have retired from state government, specifically from the Department of Natural Resources. Post-retirement employment restrictions are administered by the URS as stipulated in the *Utah Retirement Systems Employer's Guide*. Retirees of the URS are urged to contact the URS Defined Benefit Retirement Department to understand how post-retirement restrictions affect their retirement benefits.

All job and salary offers shall be approved by the department executive director before an offer of employment is made. These requests shall be made to the executive director through the DNR Human Resource office

The hiring official cannot promise an employee they will be paid at the same rate they earned prior to retirement without going through the approval process (as defined below). If the retired employee was on a longevity step at the time of retirement, he/she cannot be offered the same salary at re-employment.

IV. PROCEDURES

All hiring officials shall follow these procedures before extending an offer of re-employment:

A. Document how the re-employment benefits the department. There are instances where a critical skill is needed or the market is so tight that capable employees are difficult to obtain. Other reasons include, but are not limited to: short-term employment to get past priority exigencies such as the fire season or completion of a finite project or contract; re-hiring to allow adequate time to recruit and fill positions where there is a very limited pool of qualified applicants; or a rehire to train a key employee's replacement. The reasons for rehiring a retired employee should not be solely to the benefit of the employee.

B. Secure the approval of the executive director or designee with a memorandum to the executive director, through the department Human Resources director. The justification for rehiring the employee, a description of their duties and responsibilities and length of employment shall be included in the memorandum.

C. On Schedule B Career Service positions, State DHRM recruitment rules shall apply.

D. The rehire (job offer) cannot be made until approval is well documented and signed off by all appropriate parties.

E. All salary offers must be approved by the executive director through the Human Resources director.

F. No contracts will be made with potential back-to-work retirees. The department is not legally obligated to re-employ retirees, nor is it obligated to maintain prior salary levels. There should be no agreement by supervisors guaranteeing a re-employment for a specified length of employment beyond the specified projects or exigencies listed above.

G. It is the retiree's responsibility to contact the URS Defined Benefit Retirement Department to understand how post-retirement employment restrictions affect their retirement benefits.