I. **INTRODUCTION** (Purpose and Intent)

In order to ensure the appropriate expenditure of limited resources and the integrity of its employment practices, the University of South Florida System (USF System) President, or designee, must authorize any post-retirement employment in the USF System if the employee is returning to a position held prior to retirement. Retirement for the purpose of this policy is defined as “eligible to collect benefits under the Florida Retirement System.”

II. **STATEMENT OF POLICY**

A. **Presumption Against Post-Retirement Employment to the Same or Similar Position**

The USF System disfavors the practice of re-hiring any retired employee to the same or similar position in which that individual was previously employed. The USF System shall take the necessary steps to appropriately plan for known retirements including restructuring and/or actively recruiting prior to the employee’s departure. However, such re-hiring may be permitted if one of the following exceptional circumstances demonstrates that the re-hire is:

1. Limited in time to no more than twelve (12) months for the purpose of allowing an adequate search process to identify and hire a replacement.

2. In response to a bona fide emergency or exigency requiring the unique skills and expertise of the employee and limited in time to the duration of the emergency situation.

3. Due to a lack of qualified applicants capable of performing the assigned duties of the position after a diligent search process has been undertaken.
4. To avoid an adverse impact upon an externally funded research project, center or engagement.

B. Approval of Requests for Post-Retirement Employment

Any request for post-retirement employment to the same or similar position shall be made in writing in accordance with the USF System’s Human Resources procedures and articulate the basis for the request pursuant to this policy. Such requests must be submitted to the appropriate area Vice President(s) for approval. If approved, the request will be forwarded to the USF System President or designee for final approval. Any approval must be consistent with the payment limitations contained in Florida Statutes section 121.091(9)(b).

C. Nothing in this policy is intended to prohibit the application of Florida Statutes Section 121.091(9)(b)1.c., which permits employment of retired faculty to an adjunct instructional position not to exceed 780 hours during the twelve months following retirement. However, any such employment remains subject to approval as provided in section II.B of this policy.

See COMPASS (http://compass.custhelp.com/) for detailed information.

*Current Responsible Office: Administrative Services/Human Resources

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.