This form must be completed to (1) hire a Berkeley Lab/UC retiree into a Career, Term, or Limited appointment, or (2) to extend a retiree’s current Term or Limited appointment.

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| **Section 1 - PERSONAL INFORMATION** |
| NAME (Last, First, Middle Initial) | EMPLOYEE ID NUMBER |
|       |       |
| DIVISION | RETIREMENT DATE |
|       |       |
| HIRING MANAGER / SUPERVISOR NAME |  |
|       |  |
| Retirement election: | [ ]  Monthly Retirement Income | [ ]  Lump Sum Cashout |
| Suspend monthly UCRP retirement: | [ ]  Yes | [ ]  No | Date Suspended: |       |  |
| Length of break in service from initial retirement: |       | calendar days |

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| **Section 2 - REHIREE APPOINTMENT INFORMATION** |
| Check all that apply: | [ ]  New appointment | [ ]  Rehire | [ ]  Appointment Extension | [ ]  Exception to Policy |
| Appointment Type: | [ ]  Limited | [ ]  Term | [ ]  Career  | If career or term, hired via recruitment process? [ ]  Yes [ ]  No |
| *Please note that if a retiree received a lump sum cashout, the retiree can only be hired into a Limited appointment.* |
| Appointment % time |      % | Begin date |       | End date |       |  |
| Job title |       | Salary Amount | $      | [ ]  Monthly [ ]  Hourly |
| *For New Appointments Only:* |
| Hired into same position | [ ]  Yes [ ]  No | If yes, was position posted for recruitment? | [ ]  Yes [ ]  No |
| *For Extensions and Rehire Only:* |
| Date first hired as Retired Employee |       | End date of most recent appointment |       |  |
| Cumulative number of years employed as Retired Employee (at all UC locations): |       |  |
| Total hours worked in rolling 12-month period (Limited only): |       | As of date: |       |  |
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| Is there a current appointment at another UC location? | [ ]  Yes [ ]  No |  |
| If yes, provide details of the other appointment including % time and the plan among locations to ensure the retiree does not work above 43%. |
|       |

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| Describe the business need: |
|       |
| Describe the plan to transition out the Retired Employee: |
|       |

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| **Section 3 - EXCEPTIONS TO POLICY** |
| Check all applicable boxes |
| [ ]  | No exceptions |
| [ ]   | The Division requested the appointment period be longer than 12 months at a time |
| [ ]  | The Division requested the appointment period be longer than 24 cumulative months (including prior appointments) |
| [ ]  | The Division requested that the retiree works over 900 hours/43% time in a rolling twelve-month period in a Limited appointment |
| [ ]  | Management approval was requested after the effective date of the action |
| [ ]  | The retiree will temporarily be hired to fill a vacant Career position for training purposes or to complete a short-term assignment *and* there are no plans to recruit or fill the Career position within 30 days |
| Exception Justification |
|       |

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| **Section 4 - SIGNATURES** |
| **SUPERVISOR** AUTHORIZED SIGNATURE |  |
| NAME |       | DATE |  |  |
| **DIVISION DIRECTOR** AUTHORIZED SIGNATURE |  |
| NAME |       | DATE |  |  |
| **ASSOCIATE LAB DIRECTOR** AUTHORIZED SIGNATURE |  |
| NAME |       | DATE |  |  |
| **CHIEF HUMAN RESOURCES OFFICER** AUTHORIZED SIGNATURE |  |
| NAME | Michelle Lee | DATE |  |  |
| **LAB DIRECTOR/DESIGNEE** AUTHORIZED SIGNATURE |  |
| NAME | Carol Burns | TITLE | Deputy Lab Director for Research | DATE |  |  |