

# UNIVERSITY OF ILLINOIS AT SPRINGFIELD

Office of the Provost  
Public Affairs Center, PAC 525  
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Springfield, IL 62703-5407

## MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Chancellor Richard Ringeisen

RE: Re-employment of Retirees

DATE: August 16, 2006

At the July 13, 2006 meeting of the Board of Trustees, a new policy regarding the rehiring of University of Illinois retirees was approved. Instructions for campus implementation of the new Board Policy, as well as a form to be submitted for each request are attached. Please note that these guidelines apply to the rehiring of a retiree into any academic appointment, but do not apply to the reemployment of retirees in appointments that are governed by statute and rules established for the State Universities Civil Service System.

Effective immediately, a request to rehire a University retiree (other than a retiree being rehired into a civil service position) should be submitted to Patti Sims, Assistant Provost. I want to call your attention to the list of appointments on the attached instruction sheet that can be approved at the *campus* level and do not require direct approval by the Board. The Provost's Office will determine whether the request can be granted without prior Board approval or whether it must be forwarded for direct approval by the Board. 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 18 has been established for *prior* BOT approval at their next meeting scheduled for September 7, 2006.** Please note that it is not necessary to resubmit forms for retirees that were reported 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.

Questions concerning the reemployment of University retirees should be directed to Patti Sims, Assistant Provost, at 206-6616.