



Retiree Rehire Request

This request form is to be used when a department is interested in hiring a current City employee that is preparing to retire. The Retiree Rehire Request form must be approved by the director of the Department of Human Resources prior to the effective date of the subject employee's retirement. For all retiree-rehire transactions, an updated and approved EPC must be in place prior to the final offer of rehire. Additionally, approved retiree-rehires must complete a background review and be appointed within five (5) pay periods from the pay period in which the original retirement was effective. No position posting is required for positions to be filled with retiree/rehires appointed within the (5) pay period window.

Any position to be filled with a retiree-rehire where the Retiree Rehire Request form is not completed prior to the employee's retirement date, and/or, the retiree is not appointed within the five (5) pay period window, will be subject to all regular requirements for filling a position including an HR and Finance review and approval, EPC review and approval, posting if filled from outside the City, etc. Additionally, these retiree-rehires will need to complete all requirements for a new hire appointment.

Request Date: _____

Retiring Employee: _____

This employee is retiring from:

Department: _____
 Division: _____
 Unit: _____
 Job Code: _____
 Job Title: _____
 Position #: _____
 Employment Type: Full-time Part-time
 Final Hourly Pay Rate: \$ _____
 Projected Retire Date: _____

We would like to rehire this retiring employee as follows:

Department: _____
 Division: _____
 Unit: _____
 Job Code: _____
 Job Title: _____
 Position #: _____
 Employment Type: Full-time Part-time (# hours per week _____)
 New Hourly Pay Rate: \$ _____
 Expected Rehire Date: _____

Rehire Justification:

Submitting Appointing Authority _____ Date: _____

Approved Disapproved _____ Date: _____
 Director, Department of Human Resources