

# **ANR Academic Human Resources Unit (AHR)**

## **Post Retirement Appointment Guidelines**

### **Recall to Active Service**

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ANR may occasionally recall retired academics to active service for temporarily assuming administrative responsibilities or to participate on special project(s). The duration of a recall appointment can be for one year or less and is self-terminating at the end of the appointment period. Appointments may be subject to renewal only after appropriate administrative review and approval. Refer to [APM 205](#).

- Recall appointments are limited to a monthly maximum payment of 43% or dollar equivalent. Payment percentage shall be calculated into a dollar amount based on the rank and step at the time of retirement and any subsequent systemwide range adjustments of the salary scale after such retirement.
- Recall appointments may be established on a by-agreement (flat pay-rate) basis as long as the monthly amount paid does not exceed 43% of the academic's pay-rate at the time of retirement and adjusted for any subsequent range adjustments. For academics paid above scale at the time of retirement, the pay rate for the recall appointment will be reviewed on a case-by-case basis.
- Recall appointments initiated by the local unit or academic may be supported by various donor, grant, or other unrestricted funds. Request to use permanent funding for a recall appointment must be approved by the Associate Vice President – Programs.
- Prior to starting a recall appointment, retired academics shall have a minimum 30-day break in service after the date of retirement.
- Academics that are recalled to service are not eligible for merit or promotion.
- Prior to accepting a post-retirement appointment, academics are encouraged to consult and determine possible impact of employment on their retirement benefits with the Benefits Office.
- For early termination, a minimum of 30-day notice is required; however, it is highly encouraged to give notice as early as possible. Refer to [APM 205](#).

#### **Procedure**

- When requesting a recall appointment or reappointment, the following information shall be included:
  - a. Recall Request Form
    - Effective dates
    - Monthly percentage
    - An explanation for the recall, including any assigned administrative duties and/or a description of a research project and participation.
  - b. Work plan
- Approval of a recall appointment is contingent on the priority needs of ANR, and if applicable, fund availability. Requests shall first be reviewed and approved by the appropriate County Director or Statewide Director and the Academic Human Resources (AHR) Unit.
- Upon appointment approval, the appointee will receive a re-employment packet to be completed and returned to AHR for processing.

#### **Approval Authority:**

- Associate Vice President is final approver.