Hiring Working Retirees [1]

After an employee hits their retirement date, they may choose to continue working at CU in a part-time capacity. You may have also found the perfect candidate who has already retired and would like them included in a few projects.

The amount of hours a retiree may work depends on their retirement type. PERA retirees may only work a standard 100 days a year, while 401(a) retirees can clock in a few more hours.

Reach out to System Human Resources [2] to determine how many days a year your retiree may work.

Creating or Updating a Position

This section outlines the process and who is responsible for key steps.

1. The hiring authority discusses the proposed position update or vacancy with the appropriate officer and the Office of Budget and Finance to ensure sufficient funding is available within department. This step must occur before any forms are submitted to Human Resources.
2. Department has preliminary discussions with HR regarding the duties of the position and appropriate pay range, then works with HR to capture and/or update elements of the position on the Job Description form. An end date should be identified and agreed upon for this working retiree assignment.
3. Once aligned to the above elements, a Job Change Request Form (JCRF) is routed via DocuSign to obtain formal approval and signatures from HR, the department (including an Officer level within or representing the department), and the budget office.
4. HR approves the position and sends the posting information to CU Careers for recruitment, if applicable.

   - Under the Equal Pay Act [3], System HR is required to post positions within CU Careers database for a certain amount of time. Working retiree positions will only be posted to CU Careers it they will last over six months.

Ready to Hire

You've identified your retiree. Hiring a working retiree is abbreviated from a typical university staff position:

1. The hiring manager notifies HR which candidate they would like to hire.
2. The hiring manager consults HR for a potential start date. Start date should be at least

two weeks from the offer acceptance to ensure time for processing and background checks. (All start dates fall on Mondays, when UIS is staffed to onboard new employees).

3. Hiring manager makes verbal offer to candidate and notifies HR of verbal acceptance.
4. HR performs background checks and reports the results to the hiring department.
5. HR will prepare and extend an eOffer after the details are finalized (i.e. start date, agreed-upon pay, additional compensation).

All searches must be conducted in a timely and professional manner that respects the rights of candidates' confidentiality. To attract a highly-qualified and diverse candidate pool for system positions, outreach and recruitment must follow Regent law, Article 10, which states:

"The University of Colorado does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The university takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees."

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