

**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 4 Employment

Policy: Rehiring Retired Employees	Effective date	Revised
Number: 4.07	May 3, 2004	December 28, 2015

When it is in the best interest of the department, hiring of retired staff on a limited basis may be allowed. The department's goal is to employ new staff and encourage permanent replacements for positions, when employees retire. However, it may be in the department's best interest to hire retired state employees for a special project or assignment in a short-term position to address a specific public need.

REFERENCES

Missouri State Employees Retirement System <http://www.mosers.org/>

Related DNR policies

- Conduct and Ethics 1.01
- Hiring and Promotions 4.01

DEFINITIONS

Retiree: A person who has retired from state employment and who is provided benefits by the Missouri State Employees Retirement System (MOSERS).

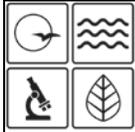
Seasonal or temporary: working less than 1,000 hours either continuously or intermittently in any 12 month period, starting with the date of hire.

GENERAL PROVISIONS

It is the responsibility of the retiree to avoid negatively impacting state retirement benefits or social security payments through any secondary employment. Two provisions must be considered. First, if a retiree works more than 1,000 hours per year in an agency covered by the MOSERS retirement system, MOSERS benefits will be suspended for one year. For the MOSERS considerations the year begins on the date the retiree retires. For department considerations, an employee must work less than 1000 hours either continuously or intermittently, in any twelve (12) month period. A retiree is not provided holiday pay to avoid negatively impacting retirement benefits. For assistance with these provisions, please contact the Human Resources Program.

If a retiree works for the department and for an entity outside the department, provisions for approval of work outside the department as outlined in the Conduct and Ethics policy must be followed.

Written justification to rehire a retired employee will be provided with the hiring request. The request to rehire a retired employee is made through the chain of command through the division



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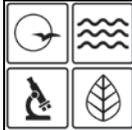
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director to the appointing authority for approval. Such requests will be submitted through the white folder process to the Human Resources Program, and will include a PEAR form and a justification memorandum. This memorandum will outline the need for hiring or retaining a retired employee, and the specific job duties they will be performing. The Human Resources Program will verify whether or not the individual meets each of the parameters listed below. The hiring program should allow at least two (2) weeks for the approval process.

PARAMETERS FOR HIRING RETIRED EMPLOYEES

- The retiree must have a 13 week waiting period between their retirement date and their rehire into an unclassified, 1000 hour position, unless extraordinary circumstances require their immediate return to work. In such cases, the division and the appointing authority will make such determinations jointly. In the event the 13 week waiting period is waived, the department may have to incur additional expenses related to health insurance.
- Work assignments for the temporary staff must be related to an emergency, extenuating circumstances and/or a special project of a short duration, critical to department and/or division initiatives. (Work assignments may also include the State Parks temporary seasonal activities.) Assignments of a routine, on-going nature will not constitute approval for rehiring retirees.
- The retiree must be compensated at the pay level appropriate for the work being performed.
- The retiree must have had a Successful or greater performance rating for their past two rating periods.
- The retiree must have had no disciplinary action for the past two years of employment with the State.
- The retiree must have an acceptable attendance record for the past two years of employment with the State.
- There must be sufficient budget available (i.e. sufficient appropriation authority exists within the designated division and/or program).
- Sufficient funding must exist (i.e. there must be no fund solvency concerns).
- Formal review of such appointments will occur once per year based on the schedule outlined below. Approval will not necessarily be automatically granted for one (1) year. Such decisions will depend upon the duties being performed and any other extenuating circumstances that may exist. If approval is given for a period of less than one (1) year at the time of hire or renewal, the hiring program will be responsible for requesting renewal if it is desired. No appointment may exceed June 30th of a given fiscal year, unless the upcoming budget is known i.e. the department's operating budget has been Truly Agreed to and Finally Passed (TAFP).



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- Divisions/Programs are responsible for notifying employees of the decisions concerning their employment. Copies of such notification must be submitted to the Human Resources Program for the employee’s official personnel file.
- Customary seasonal staff used to operate and support the Missouri State Parks system would not be limited to the June 30th date, due to the responsibilities of maintaining the park system. However, retirees in these seasonal positions must be reviewed under these parameters.

REVIEW PROCESS

Action	Date of Action
DAS/Human Resources Program pulls and distributes report of currently employed retirees to the Divisions.	February 1st
Divisions submit justifications to retain currently employed retirees to DAS/Human Resources Program or provide notification that the retiree will not be retained.	March 1st
DAS/Human Resources Program provides Divisions with approval/denial to extend appointments.	March 15th
Divisions notify Programs/Districts/Regions of approval/denial. Programs/Districts/Regions inform employees and provide confirmation of notification to DAS/Human Resources Program.	April 1st