I. Policy

This document sets forth the University of South Carolina policy on the re-employment of University faculty, staff, and administrators following full retirement in the South Carolina Retirement System (hereafter SCRS), the South Carolina Police Officers’ Retirement System (hereafter PORS), or the South Carolina state sponsored Optional Retirement Program (hereafter SCORP), or at the conclusion of participation in the Teacher and Employee Retention Incentive (hereafter TERI) program.

II. Policy Statements

A. Post-TERI or post-retirement employment of University faculty, staff, and administrators is at the discretion of the University and must be offered by the
appropriate Vice President, Provost, Chancellor, Vice Provost and Executive Dean or Dean. Employment must be offered by the President or the Chairman of the Board of Trustees for positions that report to that level.

B. Post-TERI and other faculty, staff, and administrators retired from the University of South Carolina may be employed for no longer than one year per appointment. Temporary employees do not accrue annual or sick leave or have paid holidays. Subsequent one-year renewals may be offered as noted in Section III. C. of this policy.

C. Post-TERI and other faculty, staff and administrators who retired from positions in South Carolina state government and are re-employed in temporary positions are required by state law to contribute to the SCRS, the PORS, or their ORP. Those re-employed in FTE positions as an approved exception to this policy (see Section II. H.) also are required by state law to contribute to the SCRS, the PORS, or their ORP. The University is required to pay its portion as well.

D. Employment during each one-year post-TERI or post-retirement appointment is at-will, and may be terminated at any time, with or without cause, at the discretion of the hiring administrator. Post-TERI and other employees described in Section I of this policy do not have faculty or staff grievance rights (as defined by the Faculty Manual or the State Employee Grievance Procedure Act) or tenure status.

E. Waiting Periods

1. Retirees from South Carolina State government who did not participate in the TERI program must wait 30 consecutive calendar days before returning to State employment that is covered by the SCRS or an ORP. Failure to wait the 30 consecutive calendar days will result in the suspension of retirement payments while the retiree remains employed by the covered employer.

2. For TERI retirees, time participating in the TERI program counts toward the 30 consecutive calendar day waiting period; however, a post-TERI retiree must be off the University payroll for at least one work day prior to re-employment.

3. Retired members of the PORS must wait 30 consecutive calendar days before returning to employment covered by the PORS. Failure to wait the 30 consecutive calendar days will result in the suspension of retirement payments while the retiree remains employed by the covered employer.

F. Earnings Limitation
1. There are no earnings limitations associated with post-TERI or post-retirement re-employment for an employee who retired or entered the TERI program prior to January 2, 2013.

2. Effective January 2, 2013, if an employee retires before the age of 62 from SCRS or age 57 from PORS and returns to employment with a covered employer, he or she will be subject to a $10,000 earnings limitation. The earnings limitation applies regardless of the age at which the retiree returns to work. If the retiree continues to work after earning $10,000 in a calendar year, his or her monthly annuity will be suspended for the remainder of the year.

G. Advertising Post-TERI/Post-Retirement Positions

1. Post-TERI or post-retirement former faculty, staff, and administrators of the University of South Carolina may be re-employed in the same department from which the employee separated without the department advertising the position, provided that re-employment takes place within one year from the time the employee left the department.

2. Post-TERI or other employees retired from the University of South Carolina may apply for any advertised vacancy for which they are qualified; however, if hired, their appointment is temporary, at-will and may be no longer than one year with the opportunity to be offered subsequent one-year renewals.

H. Policy Exceptions

1. Exceptions to this policy will be rare and only for good cause shown.

2. Exceptions must be approved by the President of the University upon the recommendation of the appropriate Vice President, Provost, Chancellor, Vice Provost and Executive Dean or Dean.

III. Procedure

A. Approval for Post-TERI/Post-Retirement Employment

1. Faculty
a. On the Columbia and USC School of Medicine campuses, the authority to offer post-TERI or post-retirement employment into a faculty position rests with the appropriate dean.

b. On the USC Aiken, Beaufort, and Upstate campuses, the authority to offer post-TERI or post-retirement employment rests with the Chancellor or the Chancellor’s designee.

c. On the USC Lancaster, Salkehatchie, Sumter, and Union campuses, authority to offer post-TERI or post-retirement employment rests with the Palmetto College Chancellor or the Chancellor’s designee. The same procedure will be followed for all academic programs under the administration of Palmetto College.

d. There is no right to appeal if employment is not offered to a post-TERI or retired faculty member.

2. Administrators and Staff

a. Authority to offer post-TERI or post-retirement employment to staff or administrators rests with the appropriate Vice President, Provost, Chancellor, Vice Provost and Executive Dean or Dean. For positions reporting to the President or the Board of Trustees, authority to offer post-TERI or post-retirement employment rests at that level.

b. There is no right to appeal if employment is not offered to post-TERI or retired administrator or staff member.

B. Required Documents

1. Faculty

The following hiring documents are required:

- A copy of the signed offer letter
- An Application for Temporary Employment
- Hiring Document for Non-FTE Position (PBP-2 form)
- Employment Eligibility Verification (I-9 form).

2. Administrators and Staff

The following hiring documents are required:

- A copy of the signed offer letter
• An Application for Temporary Employment
• Hiring Document for Non-FTE Position (PBP-2 form)
• Employment Eligibility Verification (I-9 form).

C. Renewal of Appointment

1. A renewal of a post-TERI/post-retirement appointment must be initiated at least two pay periods prior to the end date of the current appointment.

2. A renewal requires the same offer of employment procedures described above, as well as all hiring documents, with the exception of the I-9 form.

D. Termination of Appointment

For payroll purposes, termination of a post-TERI/post-retirement appointment must be initiated at least two pay periods prior to the end date of the current appointment. This is accomplished through submission of a Notice of Separation (PBP-7 form).

IV. Reason for Revision

The revision to this policy updates the disclaimer language and updates references to State OHR now State Division of Human Resources. Changes waiting period from 15 to 30 days to comply with the law.