

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: K
SUBJECT: Post-TERI and Post-Retirement Employment	Effective: 06/05/09
	Established: 12/01/08

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

POST-TERI AND POST-RETIREMENT EMPLOYMENT

It is the policy of South Carolina State University that re-employment of University faculty, staff and administrators at the conclusion of participation in the Teacher and Employee Retention Incentive (TERI) Program or following full state government retirement will be in one year appointments. Post-TERI or Post-Retirement employment may be in a Full Time Equivalent (FTE), Temporary (P-13), Temporary Grant (P-14), or Time-limited (P-14) position at the discretion of the University.

Post-TERI or post-retirement employment of University faculty, staff, and administrators is at the discretion of the University and must be approved through administrative channels to the Vice President (or other applicable division head) with final approval by the President (or the Chairman of the Board of Trustees for positions that report to that level). No offer of Post-TERI or Post-Retirement employment shall be considered valid or binding on the University until approved by the President (or the Chairman of the Board of Trustees for positions that report to that level).

- A. Post-TERI or Post-Retirement employment, regardless of the type of position, shall be for no longer than one year per appointment. Employment during each one-year appointment is at-will, and may be terminated at any time, with or without cause, at the discretion of the supervisor. Post-TERI or other state government retirees do not have grievance rights under any University grievance policy or the State Employee Grievance Procedure Act.
- B. Post-TERI or other employees who retired from positions in South Carolina state government and are re-employed in an FTE or any temporary position are required by state law to pay the employee contribution to the respective state retirement system.
- C. Retirees from South Carolina state government who did not participate in the TERI Program must wait 15 consecutive calendar days before returning to state employment that is covered by the respective retirement system. Failure to wait the 15 consecutive calendar days will result in the suspension of retirement payments while the retiree remains employed by the covered employer.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

- D. TERI retirees who have participated in the TERI Program for at least 15 consecutive days meet the qualifications for the 15 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.
- E. One of the following methods will be used to determine the appointment and starting salary of a Post-TERI or Post-Retirement employee returning to employment with the University. There is no right of appeal if employment is not offered to a Post-TERI or retired employee, nor is there any right of appeal if the position and/or salary offered are not accepted.
1. If a Retiree is re-employed into his or her same position without benefit of advertisement, his or her employment will be at-will and may be no longer than one year with the opportunity to be offered subsequent one-year renewals. The re-employment salary will be at the minimum salary commensurate with the minimum training and experience requirements of the position and is subject to Human Resources Regulations related to initial employment or re-employment.
 2. Post-TERI or other employees retired from South Carolina State University may be appointed to a temporary, temporary grant or time-limited position with the University; however, their employment will be at-will and may be no longer than one year with the opportunity to be offered subsequent one-year renewals. The salary will be determined based on the applicable University Policy governing starting salaries for the designated appointment.
 3. When an employee ends the TERI Program, the position will be reviewed, and revised as necessary. If it is determined that the vacancy is to be filled, the position will be posted and advertised consistent with University policy. Post-TERI or other employees retired from South Carolina State University may apply for any advertised vacancy for which they are qualified and will be subject to the same employment procedures as any other applicant. However, if hired, their employment will be at-will and may be no longer than one year with the opportunity to be offered subsequent one-year renewals. There is no entitlement to previously held positions. The salary will be determined based on the applicable University Pay Plan Policy governing new hires.

Any exception to the policy related to the appointment and starting salary of a Post-TERI or Post-Retirement employee will be rare and only for good cause. Any exceptions must be approved by the President upon the recommendation of the Vice President (or applicable division head). Exceptions must be approved by the Chairman of the Board of Trustees for positions that report to that level.

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

F. The following represent the procedures for re-employing a Post-TERI or Post-Retirement employee.

1. Appointment to an FTE Position – The department prepares a Personnel Action Request (Form P-4) and follows the procedures outlined in University policy to refill an existing position (except posting the position in the case of a Retiree returning to the position without benefit of advertisement).
2. Appointment to a Temporary Position – The department prepares a Temporary Employee Data Request (Form P-13) and follows the procedures outlined in University policy to establish and fill a temporary (non-student) position.
3. Appointment to a Temporary Grant or Time-Limited Position – The department prepares a Temporary Grant Data Request (Form P-14) and follows the procedures outlined in University policy to fill a temporary grant position.
4. In addition to the employment forms, the re-employed Retiree is required to submit an Application for Employment, an Employment Eligibility Verification (I-9) Form and a signed Post-TERI/Post-Retirement Employment Offer/Acceptance Letter.