



HR 45 Post Retirement Appointment Application

- Approval required for SERS & PSERS retirees
- TIAA retirees do not need approval for part-time positions

Section 1: Retiree Information

Retiree's Full Name _____		PSU ID _____	Supervisor _____
Position _____		College, Department, or Unit _____	
Prior Retirement Plan:	SERS	PSERS	
Is Retiree receiving income from retirement plan?	Yes	No	
Has Retiree received a copy of HR 45 – Post Retirement Appointments?	Yes	No	

Section 2: Length of Appointment and Salary

Start Date of Appointment _____	End Date of Appointment _____
Weekly Scheduled Hours _____	Length of Appointment (*days or months, see below) _____

**Appointments are to be temporary. Limit appointments to no more than 1 year or per the below guidance. Also review Policy HR 45 – Post Retirement Appointments for additional information.*

- SERS – Limited to no more than 95 working days per calendar year if for emergency; must be approved by SERS.
- SERS - Limited to 6 months if hired through a temporary agency.
- PSERS – Limited to 1 year if for emergency; must be approved by PSERS.
- PSERS – In an extra-curricular capacity, it may extend beyond 1 year; must be approved by PSERS.

Section 3: Reason/Cause for Appointment

For a SERS or PSERS retiree, please explain what emergency exists that requires an appointment of a Penn State retiree. If this is a PSERS retiree being hired for an extra-curricular capacity, please indicate below, and include a copy of the job description.

Section 4: Steps Taken to Solve the Emergency in Another Way

For a SERS or PSER retiree, please explain what steps have been taken to resolve the emergency without rehiring a Penn State retiree. If this is a PSERS retiree being hired for an extra-curricular capacity, please indicate below.

Section 5: Steps Being Taken to Fill Future Hiring Needs

For a SERS or PSER retiree, please explain what steps are being taken to fill the hiring need in the future. If this is a PSERS retiree being hired for an extra-curricular capacity, please indicate below.

Section 6: Approvals

Approval must accompany the post-retirement appointment application. By signing the below, each is indicating that they have reviewed the application and recommend the application for final approval pending SERS and PSERS approvals.

Printed Name – Department Head or Supervisor

Signature – Department Head or Supervisor

Signature Date

Printed Name – Dean or Administrative Officer

Signature – Dean or Administrative Officer

Signature Date

Submit this request to the Human Resource Strategic Partner of the unit who then routes the request to Suzanne Rigg, Retirement Specialist, at smr6695@psu.edu.