

UC Berkeley
Supplement to the Retired Employee Approvals Form (UBEN 138) (Rev. 03/14)

This form must accompany the Retired Employee Approvals Form (UBEN 138) and required documentation for reemployed retiree appointment approval requests. It is recommended that for staff positions the hiring manager begin the reemployment approval process **at least three weeks prior to the anticipated start date** to allow time for the applicable approvals. The employee cannot begin work until the approval process is complete.

UC Retiree Information

Note: you will need the Retiree's Social Security number to verify retirement information. However, for privacy protection, please send securely or provide by phone. Do not list it on this or any other form.

Name: _____ Employee ID #: (if known) _____

Hiring Manager Information

Name: _____ Dept: _____

Phone#: _____ email address: _____

Dept HR Mgr / HR Partner _____

Person coordinating this request

Name: _____ Phone#: _____ email address: _____

Additional Information:

1. Is position subject to position control?
 Yes; Date of Approval to Hire: _____
 No, because the
 position is fully funded by contracts and grants
 appointment is less than 6 months
 position is per diem
2. Is this a contract position? Yes No
If yes, date Employee Relations approved the contract: _____
3. Is this an extension of a previous appointment? Yes No
If yes, provide dates of prior appointment. Begin: _____ End: _____
4. At the time the appointment begins, will the retiree have had at least a 30 day break in service since his/her retirement date? Yes No.

If no, you must wait at least 30 days from the employee's retirement date before he/she can be reemployed.

Note: if the employee is not of normal retirement age (60 except for safety occupations whose normal retirement age is 50) you may not discuss returning to employment until

- after the first monthly payment or Lump Sum Cashout is received or
- 30 days have passed since the employee's separation, whichever is later.

5. Is the retiree temporarily filling a career position? Yes No
If yes, the job must be posted and a search begun within 30 days of the vacancy being created. The minimum recruitment period is 30 days. Date job was/will be posted: _____
6. If this appointment exceeds 43.75%, the retiree is coordinated with Medicare, and the retiree currently receives medical benefits as a retiree, there are benefits implications that need to be addressed. Contact rehireretiree@berkeley.edu for more information.