Rehired Retiree Checklist for UCLA Departments

☐ Send completed UBEN 138, Retired Employee Approvals Form (http://map.ais.ucla.edu/go/1004221), to Central Benefits Office at least 30-days prior to rehire date.

☐ Has there been a 30-day (required minimum) or 90-day break-in-service?

☐ Is the Appointment Percent 43% or less?

☐ Duration of appointment is limited to 12-months on a cumulative, lifetime basis (not counting previous grandfathering).

☐ Did the rehiree hold the same position before retirement? If so, mark the box “Yes” and also indicate if the job was posted for recruitment. If not posted, an exception will need to be approved.

☐ Salary: enter the annualized full-time rate and note whether a salary reduction will apply.

☐ Authorizing signatures on UBEN 138 are (1) Department Head, and (2) Dean or Vice Chancellor. These signatures are for the top line in the Signatures section. The bottom two signatures (left to right) are for the Associate Vice Chancellor—Campus Human Resources to approve the request as the Chief Human Resources Officer and the Chancellor as the Executive Officer, whose approval is required for any exceptions.

☐ Reemployment must be as a result of University need. University need may be any substantive business reason demonstrating the needs of the organization to reemploy a Retiree such as:

- The Retired Employee possesses skills that are critical to the mission of the University and the University was not able to find a suitable replacement.
- The Retired Employee is needed to provide knowledge transfer and/or development for his/her replacement.
- The Retired Employee is the Principal Investigator or lead researcher for a project that is not complete and this expertise is critical to complete the endeavor.
- The University needs temporary services from a qualified professional experienced in a unique facet of University operations.

(This list is intended to be illustrative only and should not be interpreted to limit the definition of University Need.)

☐ Are all sections complete and all questions answered on UBEN 138?

☐ Does the rehire action require processing of an employment contract?