

Post-Retirement Appointment Form

Position

New Appointment* Renewal** Faculty Staff

*An [I-9](#) and [Hiring Pause Exception](#) are required for new post-retirement appointments.

**Personnel must undergo a [performance review](#) before post-retirement appointments may be renewed.

Department/Unit: _____

Position Title: _____

STEPS exceptions met by this position include ([list numbers from this link](#)): _____

Common exceptions in CAFE are #1, #25.

Funding Source: _____

FTE %: _____ Post-Retirement Salary: _____
(include whether hourly or salaried)

Candidate

Employee Name: _____ Personnel # _____

Retirement Date: _____ Salary at Retirement Date: _____

Beginning Date: _____ (Faculty and staff with civil service appointments must have a three-day gap.

Example: Retirement date April 1 and post-retirement appointment start date April 5. Faculty and staff with non-civil service appointments must have a one-day gap. Example: retirement date April 1 and post-retirement start date April 3.)

Ending Date: _____ (appointment may not exceed 12 months)

Job Summary and justification of what makes this person uniquely qualified for this work:

Approvals (CAFE Business Center will coordinate HR, Dean and Provost approvals after the form is submitted):

Department Chair/Unit Director: _____

College HR and Payroll Manager: _____

Dean: _____

Provost: _____

Form may be submitted to agbusinesscenter@uky.edu after being signed by the Department Chair or Unit Director.