

Post-Retirement Appointment Form

New Appointment* Renewal** Faculty Staff

*An [I-9](#) is required for new post-retirement appointments.

**Renewals must complete a [staff performance review](#) or [Faculty Post-Retirement Performance Evaluation](#) and include with submission of this form.

Unit: _____

Position Title: _____

STEPS exemption(s) met by this position include ([list numbers from this link](#)): _____
Common exemptions for M-G CAFE are #1 and #25.

Funding Source: _____

FTE %: _____

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

Employee Name: _____ Employee ID #: _____

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

Academic Unit Leader: _____

College HR and Payroll Manager: _____

Dean: _____

Provost: _____

Submit form signed by Academic Unit Leader and post-retirement performance evaluation (if applicable) to:
agbusinesscenter@uky.edu.