



Date: May 18, 2023

To: Deans and School Chairs

From: Michelle Rinehart, Vice Provost for Faculty

Copy: Faculty Development Associate Deans  
Faculty Affairs Partners  
Office of Faculty Affairs

Subject: Procedural Revisions for Rehiring Retirees

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After a recent State audit of rehired retirees (also referred to as “Retired But Working” or RBW employees), the offices of the Teacher’s Retirement System (TRS) and the University System of Georgia (USG) amended policies and procedures to better align with understanding of [O.C.G.A. §47-3-127](#), which governs the amount rehired retirees can be paid. The Office of the Vice Provost for Faculty has worked closely with TRS and USG over the past year to align GT practices with updates to TRS/USG policies and procedures.

Effective immediately, Georgia Tech will no longer be able to rehire retirees to perform a combination of work duties within a single appointment period. Work duties may fall into only ONE of the following categories – Teaching, Research, or Administrative duties. Teaching duties are limited to course instruction. Course development duties, such as creating a new course or overhauling an existing course, are considered Administrative duties by TRS/USG; rehired retirees cannot be paid to develop one course and teach a second course in the same semester.

Additional procedural information will be shared with FA representatives.

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**Vice Provost for Faculty**

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Office of Faculty Affairs  
Procedural Revisions for Rehiring Retirees  
Additional Information

Additional Information for Units

- For the purpose of rehiring retirees, 15 credit hours per fall or spring semester is considered full-time. Therefore, instructional rehires may be able to teach up to 7 credit hours per fall or spring semester, depending upon the salary rate for the course and the instructor's maximum allowable salary. In order to maximize the per-course rate for rehired retirees during the academic year, instructional rehires are to be hired for 5 full months per fall or spring semester or for 10 full months per academic year.
- For summer, 6 credit hours is considered full-time. Instructional rehires in the summer can be hired under the TRS definition of "temporary, full-time" for the months of June and July. In that case, an instructional rehire may teach 6 credit hours for 100% salary paid over these two months.
- The FTE for the appointment and the offered salary must align. As requests come in, FA calculates the estimated maximum salary amount based on tools and feedback provided by TRS and USG. In determining the maximum allowable salary for the appointment, Georgia Tech is required to use either the average of the highest 24 consecutive months or the average of the last year of salary, whichever is highest. Faculty Affairs (FA) automatically includes allowable rate increase percentages per year since retirement. These rates differ from any merit rates and are set annually by TRS and USG.
- Rehired retiree requests must be submitted to Faculty Affairs as early as possible. These requests can take an extremely long time to obtain necessary approvals from TRS. Faculty Affairs publishes hiring deadlines for each semester to allow for sufficient processing time.
- Although no external USG approval is required for ORP participants, FA makes every effort to treat ORP and TRS retirees the same, consistent with USG procedures.

Calculations

In making RBW salary determinations for an appointment FA must ensure that each of the following calculations are below the maximum allowable rates:

1. Part-time Salary Rate
  - ✓ Part-time Salary Rate = rate of pay multiplied by the FTE for the appointment.
  - ✓ For instructional fall or spring semester rehires: Part-Time Salary Rate = rate per credit hour multiplied by 15 (considered full-time fall/spring semester), divided by 5 months.
2. Full-time Salary Rate
  - ✓ For instructional fall or spring semester rehires: Full-Time Salary Rate = rate per credit hour multiplied by 15 (considered full-time fall/spring semester).
  - ✓ For instructional summer rehires: Full-Time Salary Rate = rate per credit hour multiplied by 6 (considered full-time summer semester), divided by 2 months.
3. Credit Hour Rate
  - ✓ For instructional rehires: Credit Hour Rate = total salary divided by number of credit hours.

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