

**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](mailto:rehireretiree@berkeley.edu) for more information.