

Department of Human Resources
Memorandum
TO: Personnel Management Liaisons (PML)

SUBJECT: Retired Annuitants Hiring Exception Procedure	REFERENCE NUMBER: 2013-001
DATE ISSUED: 01/08/13	SUPERSEDES:

This memorandum should be forwarded to:

Personnel Officers
Personnel Transactions Supervisors

FROM: California Department of Human Resources
Personnel Management Division

CONTACT: Personnel Management Division
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625Requests@CalHR.ca.gov

This PML sets forth the policy, procedure, and document processing requirements appointing authorities must follow when requesting an exception to the 180 day requirement when hiring retired annuitants (RA). Per AB 340, effective January 1, 2013, a retired person shall not be eligible for employment as a RA for a period of 180 calendar days after the date of retirement unless the appointment is necessary to fill a critically needed function. The 180 day waiting period does not apply to:

- A retired peace officer or firefighter.
- A retiree who takes office as a judge of a court of record or a retiree under the Judges' Retirement System I/II who is appointed as a retired judge.

Definition of Critical Need - An immediate need for a particular skill-set that only the RA can provide to complete a function for the department to meet one of the requirements outlined below and that cannot be met by a current State employee.

- Legislative Mandate
- Court Ordered Mandate
- Health and Safety Emergencies
- Fiscal Impact – Loss of Funding
- Any Disruption in Normal Business that may Result in Failure of Business Operations

Approval Policy and Procedures

1. Retired Annuitant Hiring Policy

Appointing Authorities are authorized to hire RAs after the RA has been retired for 180 days. Hires shall not be made prior to the 180 days requirement unless the hire meets the exception guidelines.

2. Retired Annuitant Hiring Procedure

a. When to request approval to hire a RA:

- If it has been less than 180 days following the date the employee retired.

b. Who to ask for approval for an exception to hire a retired annuitant within 180 days of retirement:

- Send the request to your department's assigned CalHR, Personnel Management Division (PMD) Analyst.

c. What to include with your request:

- A completed CalHR 625 form
- A justification outlining the critical need for the hire which includes:
 - An in-depth explanation of why the RA being hired is the only person that can provide the expertise needed
 - A detailed long-term plan of how this need will be resolved or met in the future
- An organizational chart reflecting the position/function
- Proof of the RA's retirement date (e.g., NOPA)

Requests for exceptions should be sent to 625Requests@CalHR.ca.gov. For questions regarding this PML, please contact your designated CalHR, PMD Analyst.

/s/ Debbie True
Acting Chief, Personnel Management Division