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RE-EMPLOYMENT OF TERI EMPLOYEES AND RETIREES

SCOPE

Effective October 1, 2005, when a Citadel employee retires or when a current TERI Citadel employee reaches the termination of his or her TERI period, a replacement position -- if approved (see *Responsibilities – B*, below) and as described -- will be filled according to these Citadel *Re-Employment of Teri Employees and Retirees* recruitment policies and procedures.

Any Citadel retiree who has been separated from the College for 15 days will be eligible for re-employment. Exceptions to these policies and procedures may only be made by the Provost and Dean of the College, the VP of Finance and Business Affairs and Human Resources.

DEFINITIONS

TERI Program: Active SC Retirement System (SCRS) members eligible for service retirement on or after January 1, 2001, may participate in the Teacher and Employee Retention Incentive (TERI) Program. The TERI program allows SCRS members to retire and begin accumulating their retirement benefit on a deferred basis for up to 5 years. You must enroll at the time of retirement.

TERI Starting Date: Enrolled TERI participants starting date is their retirement date.

South Carolina Retirement System (SCRS): SCRS is the pension plan for state employees. Employees contribute a tax-deferred 6.25% of gross pay into the SCRS retirement account.

Service Retirement Eligibility: Age 65 or 28 years of service credit, 5 years of which must be earned service; or age 60 or older with at least 5 years of earned service.

Break in Service: A separation in employment from The Citadel before drawing retirement benefits or returning to covered employment. A minimum of 15 consecutive calendar days is considered a break in service.

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ASSOCIATED MATERIALS

- Faculty Recruitment and Selection Policy:
- Recruitment and Selection of Classified Positions
- TERI Participants/Break in Service:
[More](#)

RESPONSIBILITIES

A. TERI employee

The TERI employee is responsible for completing an employment application and attaching requested documentation outlined in the job advertisement. The completed form and documentation should be submitted to Human Resources and/or search chair by the requested application deadline.

B. Hiring Department

The Hiring Department must obtain pre-approval from the Provost and Dean of the College and the VP of Finance and Business Affairs before the recruitment request is submitted to Human Resources. Pre-approval includes but is not limited to: 1) agreement on the position to be recruited for, 2) requirements of the position, 3) verification of position funding, and 4) the applicable salary band ranges and/or competitive salary ranges for the position.

The Hiring Department is responsible for filling the position with a qualified candidate who best meets the needs of the institution without regard to age, color, race, national origin, religion, gender, disabilities or veteran status.

PROCEDURE

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A. Eligibility

To be determined as “qualified”, applicants must meet the minimum requirements as outlined in the job advertisement announcement. However, meeting minimum requirements does not necessarily guarantee an interview.

B. Application Process

When an approved position becomes available for posting, Human Resources will generate job announcements electronically and post in designated areas within the organization and in external publications, as appropriate.

TERI retirees interested in advertised positions should complete an employment application, attach requested documentation outlined in the advertisement, and submit the completed application and attachments to the point of contact listed in the advertisement and/or external publication. Incomplete application packets will be returned to the applicant and may delay the application process, or result in a non-qualification for the position.

The Hiring Department and/or Human Resources will determine the qualified candidates. Simply meeting minimum requirements does not necessarily guarantee an interview.

C. Interviewing

The Hiring Department or designated search chair will arrange and conduct interviews of the selected candidates. Once a candidate is selected for the position, the Hiring Department will return to Human Resources the Interviewing Form, employment applications, and a Request to Fill Form.

All positions will be filled by qualified individuals who best meet the needs of the institution, without regard to age, color, race, national origin, religion, gender, disabilities or veteran status.

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D. Making the Offer

Staff: The Hiring Department will propose a starting salary to be offered to Human Resources via the Request to Fill Form. Any deviation from compensation guidelines needs prior approval from the VP of Finance and Business Affairs and the Director of Human Resources. The Request to Fill will be reviewed for approval by both Human Resources and the Budget Office. Once required approvals are received, Human Resources will extend the job offer.

Faculty: Formal job offers for all faculty positions (except adjunct faculty positions) will come from the Provost and Dean of the College, who is responsible for approving all employment offers.

E. Exceptions to Advertising an Approved Replacement Position

There are business conditions that could cause a position not to be filled immediately or to be filled without advertising. Examples of these conditions include but are not limited to: organizational restructuring, position requirements that include skills, education, and/or experience that are not known to match any existing employee, budget constraints and/or critical operational needs. In addition to these business conditions, managers may request an exception when they have candidates within the same department or division who are qualified and/or already trained for the position. The decision to fill the position without posting requires the approvals of the Department Vice President, the Provost and Dean of the College, and the Director of Human Resources, or appointed designee from these areas. **(Refer to the Recruitment Waiver Template)**

The Citadel reserves the right to change this policy at any time and for any reason.