



REQUEST TO EMPLOY RETIREE

Instructions:

- Use this form in accordance with Operating Procedure 20-22 when requesting approval of a NY Public Benefits Corporation Retiree.
- The Director of Human Resources shall provide proof of recent recruitment efforts, resume of retiree, functional job description and a justification for hiring a retiree.
- Retiree shall request consideration for hire.

TO BE COMPLETED BY THE RETIREE:

| | |
|------------------------------------|--|
| Requesting Facility/Business Unit: | Retiree's Last Name, First Name, Middle Initial: |
|------------------------------------|--|

Retiree's Address: Street, City State, Zip

| | |
|-------------------------------------|-------------------------------------|
| Retiree's Previous Agency/Facility: | Retiree's Previous Corporate Title: |
|-------------------------------------|-------------------------------------|

| | |
|---------------|----------------|
| Date Retired: | Date of Birth: |
|---------------|----------------|

| | | |
|-----------------------------------|---|-------------------------|
| Yearly Base Salary at Retirement: | Type of Retirement: <input type="checkbox"/> Service <input type="checkbox"/> Disability | Retirement System Name: |
|-----------------------------------|---|-------------------------|

I certify that the statements made in this application are true and correct to the best of my knowledge.

_____/_____/_____
Signature of Retiree _____/_____/_____
Date

TO BE COMPLETED BY HUMAN RESOURCES:

| | | |
|--|--|--------------------|
| Duration of Request: (Two Year Maximum) | Title of Position to be filled by Retiree: | |
| From: ____/____/____ To: ____/____/____ | Anticipated Annual Earnings | Proposed Pay Rate |
| | \$ _____ | \$ _____ Per _____ |

Description of Duties and Minimum Qualifications – Include specific duties which cannot be performed by personnel employed in the facility/business unit. Attach the Functional Job Description and the resume of the retiree.

Justification for Hiring Retiree – Describe the business unit's recruitment efforts and responses including job posting, advertising, etc. Explain why promoting from within is not a viable recruitment solution for this position. Attach additional documents if required.

AUTHORIZATION:

I approve this applicant for the above named position in accordance with Operating Procedure 20-22:

_____/_____/_____
Name and Signature of Executive Director/SVP/VP _____/_____/_____
Date

I approve/deny this applicant for the above named position in accordance with the provisions of Operating 20-22:

APPROVED WITH NEW DATE OF HIRE DENIED

_____/_____/_____
Name and Signature of Corporate Officer Responsible for Human Resources _____/_____/_____
Date