**HEA BUY BACK REQUEST FORM**

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| **HEA Rules effective (updated Nov 2022)** | |
| **HEA approval in advance** | Institutions must seek **prior approva**l from the HEA for the re-employment or re-engagement of retired staff.  Applications must include the rationale for the re-engagement (**250 words MAX**).  Should cite concrete and objective reasons for re-engagement of the retiree.  The HEA now require **final sign off from the Director of HR** on all Buy Back requests. |
| **1 year duration is the norm** | All applications for approval should be for **one year** or less.  In exceptional circumstances, where the re-hire can be clearly linked to an externally funded project, consideration may be given for approval for a longer duration. |
| **No more repeat applications** | Any repeat applications will only be approved for the **final time** for a maximum period of one year. |
| **Any exceptions need a robust case** | An institution may seek approval to renew the re-employment but may only do so once if a clear business case can be set out for the retention of the individual and **why an alternative approach could not be found** during the original term of approval. |
| **20% salary cap** | The salaries offered to re-employed staff **may not exceed 20%** of the full-time salary an individual was in receipt of at the time of their retirement and adjusted to reflect the application of Government pay policy in the period since their date of retirement. |
| **Limited Exceptional Circumstances.** | Section 3 of the **Employment Control Framework** provides for the re-employment of retired staff by higher education institutions:  a) the filling of any posts under the terms of the Framework should, wherever possible, give priority to the employment of new or recently qualified staff over those who are retired.  b) re-employment of retired staff should occur only in very limited exceptional circumstances. |
| **Trinity requirements** | |
| **Post title\*** | * The title must always be one of the following: Adjunct Professor, Adjunct Associate Professor or Adjunct Assistant Professor |
| **Completion of form** | * All sections of the form must be completed- incomplete or unsigned forms will be returned. * Completed forms should be returned to your School Administrator who will forward to your Faculty HR Partner * Forms should be in MSWord, not PDF |
| **Funding** | * All buy-backs should be coded to a Non-Exchequer code. |
| **Applies in all cases.**  **No retrospection** | * Any payment at all to a retired member of staff must go through the buy-back process * Retired staff should not engage in any work until approval is received. Retrospective applications are not valid and retrospective payments are not authorised by HEA. * Payment cannot be made to any retiree until the approval is received in writing from the HEA |

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| **Application Details** | |
| **Title of Post\*** |  |
| **Details of staff member to be re-engaged** | Name:  Email:  Home Address: |
| **Discipline / School to which applicant will be attached:** |  |
| **Retirement Date:** |  |
| **Is this the first request to re-engage?**  **If not, how many requests have already been granted?** |  |
| **Is this the last request the area will make to re-engage this employee?** |  |
| **Does the area have a succession plan in place to replace this role?** |  |
| **Is there a possibility this application could result in a COID (contract of indefinite duration)?** |  |
| **Final salary at retirement date (insert salary, pay scale and point on scale):** |  |
| **Salary to be paid for buy-back arrangement per annum** |  |
| **Commencement date of re-engagement** |  |
| **Termination date of re-engagement** |  |
| **Hours to be worked per week:** |  |

**Cost code from which they will be paid (ideally non-exchequer funds):**

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| **Research Codes** | Project No | Organisation | Expenditure Type | Task No | Award No | % to be Charged |
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| **GL Codes** | GL Cost Centre | GL Activity | GL Source of Funds  (1212 or 3100) | | GL Expense Code | % to be Charged |
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| **Accounts Receivable Codes** | Customer Name | | Customer Number | | Bill to Location | % to be Charged |
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**Business Case**

Please state briefly **250 words MAX** the exceptional circumstances why this individual needs to be re-employed on a buy-back arrangement as opposed to employing a new or recently qualified person (see section 3 of the ECF below[[1]](#footnote-1)).

A robust case is required to demonstrate the need for the re-engagement. Rationale should be based on the future need to re-engage the applicant (not previous accomplishments of the applicant).

Examples:

* Applicant is PI on X research project which extends beyond the retirement date until xx/xx/xxxx
* A recruitment competition which took place last year yielded no suitable appointees, we are currently undergoing another recruitment competition to end after the retirement date.

If the individual has already been re-engaged as a buy-back, provide additional detail on the steps taken to date to fill the post during the original term of approval.

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| **School Details** | |
| **Form completed by:** |  |
| **Email:** of person who can be contacted by HR if there are any queries regarding this form |  |
| **Name of Head of School** |  |
| **Head of School signature** |  |
| **Date** |  |
| **Date of FEC Approval / Meeting:** |  |

1. *The Revised Employment Control Framework June 2011 states under section 3:*

   *3. General Conditions applying to the filling of all posts*

   *a) the filling of any posts under the terms of the Framework should, wherever possible, give priority to the employment of new or recently qualified staff over those who are retired.*

   *b) re-employment of retired staff should occur only in very limited exceptional circumstances*  [↑](#footnote-ref-1)