



# Unified Government Human Resources Guide

Effective 6/8/07

## SUCCESSOR TRAINING FOR EMPLOYEES RETIRING

- I. General: It is the policy of the Unified Government to be proactive in recruiting, appointing, and training replacements for employees who are retiring and voluntarily wish to participate in training their successor for key positions. Key positions are defined as those positions essential for the organization to achieve the required work results and service delivery to our citizens and/or employees. The County Administrator determines which positions are considered key positions, approves employee's participation in this program, and has the authority to hire a successor subject to budget availability.
  
- II. Policy
  - A. This policy shall be used for all retirements in key positions within the Unified Government when retiring employees voluntarily choose to participate in this program for a more orderly transition from within the organization when possible.
  - B. Section 2.6 of the Human Resources Guide will be followed for Selection/Transfer of Employees.
  - C. The retiring employee who wishes to participate in Successor Training will voluntarily turn in a letter announcing his/her retirement date to his/her supervisor and the Human Resources Director no less than six months (180 days) prior to the retirement date. The letter will state an interest in participating in the Successor Training Program. The request will be forwarded to the County Administrator for approval.
  - D. The advantage to the retiring employee is the ability to return to employment with the Unified Government if needed by the employer. We would follow KPERS regulations regarding working after retirement, after the thirty (30) day waiting period has elapsed, and the employee could earn up to the KPERS maximum limitation per year. Depending upon the age of the retiree, Social Security Administration regulations would also apply to limitations imposed upon earnings.
  - E. The County Administrator may grant time off from established leave banks prior to retirement allowing the retiree to work less than forty (40) hours per week in exchange for announcing the retirement early. This allows the retiree to transition from working full time to working part time prior to retirement.
  - F. The advantage to the employer is an orderly transition for transferring employees or recruiting new hires in key positions to obtain valuable knowledge of the job duties in the position being vacated due to retirement. The successor would have at least a sixty (60) day training period with the retiring employee to learn historical knowledge of the key position.



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- G. Timeline for recruiting, selection, placement, and training would be as follows: Recruiting, selection and placement completed within sixty (60) days of retirement announcement, and training for successor prior to departure of retiree would be at least sixty (60) days.