Reemployment of Faculty and Staff, 4.25

University Policy

Applies to: Faculty, staff, and applicants

(Staff who are members of a bargaining unit and are covered by a collective bargaining agreement are included in this policy. However, when this policy conflicts with specific terms in the applicable collective bargaining agreement, the language in the collective bargaining agreement will prevail.)

Responsible Office

Office of Human Resources Office

POLICY

Issued: 04/25/2011
Revised: 11/28/2022 (minor revision)
Edited: 04/18/2025

The university sets requirements for the reemployment of faculty and staff who have retired from the university, received a separation incentive/phased retirement from the university or when terminated in specific situations. Reemployment after retirement or separation is not an entitlement.

Policy Details

I. Reemployment Eligibility
   A. Employees who voluntarily leave university employment are eligible to be rehired in accordance with the Staff Recruitment and Selection 4.10 policy or the Faculty Appointments policy unless deemed ineligible for rehire upon termination by the terminating department and/or the Office of Human Resources (OHR).
   B. Employees who are involuntarily terminated from the university may be eligible for rehire unless deemed ineligible for rehire upon termination by the terminating department and/or OHR.
   C. Employees who leave the university through a reduction in force are eligible for rehire as defined in Reduction in Force Unclassified Staff 9.15 policy, Reduction in Force Classified Civil Service Staff 9.20 policy, Staff Recruitment and Selection 4.10 policy, Staff Severance Program 2.40 policy, and Classified Civil Service Rules.
   D. The terms of a separation incentive program or phased retirement agreement determine the eligibility for rehire of employees who voluntarily leave the university under such a program.
   E. Employees who retire from the university through a state retirement system or the Alternative Retirement Plan (ARP) may be hired/selected for, or when faculty, appointed to, the exact same position held immediately prior to retirement at the discretion of the unit. In addition to the requirements found in the Parameters and Criteria for Rehiring Retired Faculty and Staff, the following conditions apply:
      1. A full two calendar month break in employment is required unless the employee previously accepted a separation incentive or participated in a phased retirement program in which case the terms of the incentive or program apply.
      2. Staff may be rehired to temporary, term or regular positions. Faculty may return in temporary or term positions.
      3. The annual salary upon reemployment may not exceed 75% of their annual salary at the time of retirement, unless this makes their salary below the pay range minimum or FLSA threshold (if in an exempt job title). In those cases, the salary must be at the pay range minimum and/or FLSA threshold regardless of the FTE of the employee.
      4. Reemployed staff and faculty are eligible for merit pay adjustments and other types of pay adjustments (e.g., interim, market, equity) in accordance with the Staff Compensation 3.10 policy and Faculty Compensation policy.
      5. Faculty appointments must be approved by the Office of Academic Affairs (OAA).
      6. Staff positions must be approved by OHR. Staff positions will generally be for short term projects or transition and will not exceed two years. They will be approved in increments of two years or less.
      7. ARP participants need to check with their vendor to determine whether their separation from the university is a distributable event.

8. The senior vice president for human resources and the employing unit are responsible to work together to apply the additional hiring procedures for principal administrative officials referenced in Frequently Asked Questions.

F. Employees who retire from the university through a state retirement system or the ARP are eligible to be hired into a university position other than the one held immediately prior to retirement, in accordance with Staff Recruitment and Selection 4.10 policy, or the Faculty Appointments policy. In addition to the requirements found in the Parameters and Criteria for Rehiring Retired Faculty and Staff, the following conditions apply:
   1. A full two calendar month break in employment is required unless the employee previously accepted a separation incentive or participated in a phased retirement program in which case the terms of the incentive or programapply.
   2. May be hired into temporary, term or regular positions.
   3. Faculty appointments must be approved by OAA.
   4. Staff appointments must be approved by OHR.
   5. ARP participants need to check with their vendor to determine whether their separation from the university is a distributable event.

G. OPERS retirees who retire from the university may not receive OPERS benefits and work as an independent contractor for any period of time for the university. This prohibition is applicable regardless of the number of hours or days actually worked. Additional information is available in the OPERS Benefit Recipient Handbook.

H. STRS members cannot return as independent contractors at any time in an STRS qualified position. Additional information is available by calling STRS.

I. The university may choose to implement alternative arrangements from those specified in this policy in support of specific initiatives with the prior approval of the Offices of Academic Affairs, Human Resources and Legal Affairs.

PROCEDURE

Issued: 10/01/1973
Revised: 11/28/2022 (minor revision)

I. Reemployment of Retired Employees
   A. OHR approves or disapproves requests to rehire staff who have retired from the university. OAA approves or disapproves faculty appointment requests for faculty who have retired from the university.
   B. Applicants must:
      1. Disclose whether they have retired from the university and if they have received a separation incentive or phased retirement incentive from the university at the time of application; and
      2. Complete the Notice of Re-employment of an OPERS Benefit Recipient form or the STRS Reemployed Retiree Information form and provide it to OHR.
   C. Employing units must:
      1. Communicate this policy's requirements to applicants.
      2. Submit the Request to Rehire a Retired Faculty/Staff Member and other required documents.
      3. Ensure that individuals who have received a separation incentive program or participated in a phased retirement agreement from the university are rehired in accordance with the program or agreement.
      4. Ensure that new hires who have previously retired from the university through a state retirement system or the Alternative Retirement Plan (ARP) are paid according to Policy Details I.E above.
   D. OHR must:
      1. Ensure that the OPERS/STRS reemployment notification forms are completed and submitted as required.
      2. Ensure that individuals who have received a separation incentive program or participated in a phased retirement agreement from the university are rehired in accordance with the program or agreement.

Applies to: Faculty, staff, and applicants

Responsibilities

Position or Office	Responsibilities
Applicant	1. Disclose whether you have retired and if you have received a separation incentive or phased retirement incentive from the university3 at the time of application. 2. Complete the Notice of Re-employment of an OPERS Benefit Recipient form or the STRS Reemployed Retiree Notification for College and University Employers form and submit to OHR
Employing Unit	1. Ensure that individuals who have received a separation incentive program or participated in a phased retirement agreement from the university are rehired in accordance with the program or agreement. 2. Ensure that new hires who have previously retired from Ohio State are paid as set forth in the policy. 3. Communicate policy requirements to applicants. 4. Submit the Request to Rehire a Retired Faculty/Staff Member and other required documents with the Request to Rehire a Retired Faculty/Staff Member.
Office of Academic Affairs (OAA)	1. Approve or disapprove faculty appointment requests for faculty who have retired from the university.
Office of Human Resources (OHR)	1. Approve or disapprove requests to rehire staff who have retired from the university. 2. Ensure that the OPERS/STRS reemployment notification forms are completed and submitted as required. 3. Ensure that individuals who have received a separation incentive program or participated in a phased retirement agreement from the university are rehired in accordance with the program or agreement.

Resources

Forms

OPERS Non-Member Acknowledgement form, opers.org/forms-archive/PEDACKN-Non-Member-Acknowledgment.pdf
OPERS Notice of Re-employment of an OPERS Benefit Recipient form, opers.org/forms-archive/SR-6-Notice-of-Reemployment-or-Contract-Services.pdf
Request to Rehire Retired Faculty/Staff Member, hr.osu.edu/policy/resources/425request.pdf
STRS Reemployed Retiree Information form, strsoh.org/employer/_pdfs/forms/50-295.pdf

University Policies and Rules

Equal Employment Opportunity policy, go.osu.edu/eeo-policy
Classified Civil Service Rules, hr.osu.edu/policies-forms/rules-for-ccs
Faculty Appointments policy, go.osu.edu/faculty-appointments-policy
Faculty Compensation policy, go.osu.edu/faculty-compensation-policy
Reduction in Force-Classified Civil Service Staff 9.20 policy, hr.osu.edu/policy/policy920.pdf
Reduction in Force-Unclassified Staff 9.15 policy, hr.osu.edu/policy/policy915.pdf
Reward and Recognition 3.15 policy, hr.osu.edu/policy/policy315.pdf
Staff Compensation 3.10 policy, hr.osu.edu/policy/policy310.pdf
Staff Employment 4.20 policy, hr.osu.edu/policy/policy420.pdf
Staff Recruitment and Selection 4.10 policy, hr.osu.edu/policy/policy410.pdf
Staff Severance Program 2.40 policy, hr.osu.edu/policy/policy240.pdf
University Faculty Rules, trustees.osu.edu/bylaws-and-rules/university-faculty-rules

Other

Benefits Eligibility by Appointment, hr.osu.edu/benefits/eligibility
Frequently Asked Questions, hr.osu.edu/policy/resources/425faq.pdf
OPERS Benefit Recipient Handbook, opers.org/pubs-archive/retirees/Benefit-Recipient-Handbook.pdf
OPERS-Ohio Public Employees Retirement System, opers.org
Parameters and Criteria for Rehiring Retired Faculty and Staff, hr.osu.edu/policy/resources/425criteria.pdf
Preparing to Retire, hr.osu.edu/benefits/retirement/preparing-to-retire
Re-employment after Retirement, hr.osu.edu/benefits/retirement/reemployment

Applies to: Faculty, staff, and applicants

STRS Independent Contractors and the Employer's Obligation, strsoh.org/employer/_pdfs/fact-sheets/50-283.pdf
STRS-State Teachers Retirement System of Ohio, strsoh.org

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Benefits questions	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Faculty reemployment, reemployment approval for faculty	Office of Academic Affairs	614-292-5681	oaa.osu.edu

History

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