



Applies to: Faculty, staff and applicants

POLICY

Issued: 04/25/2011
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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 Recruitment and Selection, [Policy 4.10](#) or the [Policy on Faculty Appointments](#), unless deemed ineligible for rehire upon termination by the terminating department and/or the Office of Human Resources.
- 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 the Office of Human Resources.
- C. Employees who leave the university through a reduction in force are eligible for rehire as defined in Reduction in Work Force-Unclassified Staff, [Policy 9.15](#); Reduction in Work Force-Classified Staff, [Policy 9.20](#); Recruitment and Selection, [Policy 4.10](#); Staff Severance Program, [Policy 2.40](#); 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 reappointed to the *exact same position held immediately prior to retirement* at the discretion of the college or VP unit and consistent with bargaining unit contracts. 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 return in temporary, term or regular positions. Faculty may return in temporary or term positions.
 3. Their annual salary upon reemployment may not exceed 75% of their annual salary at the time of retirement.
 4. The salary cannot be adjusted until such time that the university is administering annual merit increases and should be in line with an increase that would be appropriate based on performance and the university aggregate.
 5. Faculty appointments must be approved by the Office of Academic Affairs.
 6. Staff appointments must be approved by the Office of Human Resources. Staff appointments 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 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 Recruitment and



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Selection, [Policy 4.10](#) or the [Policy on Faculty Appointments](#). 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. May be hired into temporary, term or regular positions.
 3. Pay must be according to the posted target hiring range for regular positions and market for temporary or term positions.
 4. Faculty appointments must be approved by the Office of Academic Affairs.
 5. Staff appointments must be approved by the Office of Human Resources.
 6. 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

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Responsibilities

Position or Office	Responsibilities
Employing Unit	<ol style="list-style-type: none"> 1. Enter action reason codes for resignation, involuntary termination, reduction-in-force and retirement into the HRIS prior to the termination or retirement date. 2. Notify OHR of unclassified employees who are deemed ineligible for rehire when they leave the university. 3. Ensure that individuals who have received a separation incentive program or participated in a phased retirement agreement from Ohio State are rehired in accordance with the program or agreement. 4. Ensure that new hires who have previously retired from Ohio State are paid according to the above guidelines. 5. Communicate to employee that they must 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 provide it to the employing unit. 6. Submit the Request to Rehire a Retired Faculty/Staff Member and other required documents with the Request to Rehire a Retired Faculty/Staff Member.
Applicant	<ol style="list-style-type: none"> 1. Disclose whether you have retired and if you have received a separation incentive or phased retirement incentive from Ohio State 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 the employing unit prior to approval of reemployment.
Office of Academic Affairs	<ol style="list-style-type: none"> 1. Approve or disapprove requests to rehire faculty who have retired from Ohio State.



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Position or Office	Responsibilities
Office of Human Resources	<ol style="list-style-type: none"> 1. Consult with units on this policy. 2. Approve or disapprove requests to rehire staff who have retired from Ohio State. 3. Ensure that the OPERS/STRS reemployment notification forms are completed and submitted as required. 4. Ensure that individuals who have received a separation incentive program or participated in a phased retirement agreement from Ohio State are rehired in accordance with the program or agreement.

Resources

Forms

- OPERS Independent Contractor/Employee Determination for Employer form, www.opers.org/forms-archive/PED-1ER.pdf
- OPERS Independent Contractor/Employee Determination for Worker form, www.opers.org/forms-archive/PED-1EE.pdf
- OPERS Notice of Re-employment of an OPERS Benefit Recipient form, hr.osu.edu/wp-content/uploads/form-opers-reemploy.pdf
- Request to Rehire Retired Faculty/Staff Member, hr.osu.edu/policy/resources/425request.pdf
- STRS Reemployed Retiree Notification for College and University Employers form, www.strsoh.org/employer/pdfs/forms/notice/50-295.pdf

Policies and Rules

- Appointments Policy 4.20, hr.osu.edu/public/documents/policy/policy420.pdf
- Classified Civil Service Rules, hr.osu.edu/policies-forms/rules-for-ccs/
- Faculty Appointments, Policy on, oaa.osu.edu/assets/files/documents/facultyappointments.pdf
- Reduction in Work Force-Classified Staff Policy 9.20, hr.osu.edu/public/documents/policy/policy920.pdf
- Reduction in Work Force-Unclassified Staff Policy 9.15, hr.osu.edu/public/documents/policy/policy915.pdf
- Staff Severance Program Policy 2.40, hr.osu.edu/public/documents/policy/policy240.pdf
- Recruitment and Selection Policy 4.10, hr.osu.edu/public/documents/policy/policy410.pdf
- University Rules, trustees.osu.edu/university/facultyrules

Other

- Benefits Eligibility by Appointment, hr.osu.edu/benefits/eligibility
- Benefits Overview for Faculty and Staff-Post-Retirement Benefits, hr.osu.edu/benefits/retirement/reemployment-after-retirement/
- Parameters and Criteria for Rehiring Retired Faculty and Staff, hr.osu.edu/policy/resources/425criteria.pdf
- Frequently Asked Questions, hr.osu.edu/policy/resources/425faq.pdf
- OPERS Benefit Recipient Handbook, opers.org/retirees/handbook
- OPERS-Ohio Public Employees Retirement System, opers.org
- STRS Independent Contractors and the Employer's Obligation, strsoh.org/Employer/pdfs/50-283.pdf
- STRS-State Teachers Retirement System of Ohio, strsoh.org
- University Guide to Retirement, hr.osu.edu/benefits/retirement/preparing-to-retire/



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Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation, reemployment approval for staff	Talent Acquisition, Office of Human Resources	614-292-2800	talentacquisition@osu.edu hr.osu.edu/services/talent-acquisition/
Benefits	Benefits Services, Office of Human Resources	614-292-1050	hr@osu.edu hr.osu.edu/services/customer-service/
Faculty reemployment, reemployment approval for faculty	Office of Academic Affairs	614-292-5881	oaa.osu.edu

History

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