

PROCEDURE TITLE:	POST-RETIREMENT RE-EMPLOYMENT OF RETIRING ADMINISTRATORS OR ADMINISTRATIVE TECHNICAL SUPPORT STAFF (ATSS)
PROCEDURE NO.:	4.77:1
RELATED POLICY:	4.77REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR:	VPFA
EFFECTIVE DATE:	08/17/2022
NEXT REVIEW DATE:	08/2025
APPROVED BY:	PRESIDENT

1.0 PURPOSE

- 1.1 Whereas, it is usually advantageous to recruit highly qualified applicants to fill job vacancies at Shawnee State University through a search process, it is prudent for the University to maintain flexibility and establish multiple avenues to meet its workforce needs. A viable solution is to supplement external recruitment efforts with planned strategic re-employment of retiring personnel who possess essential skills and experience and are willing to continue to work after retirement from the University.
- 1.2 The consideration of re-employing retiring administrators and Administrative Technical Support Staff (ATSS) post retirement as provided by these procedures will be for the express purposes of: maintaining continuity during organizational transitions; assuring successful completion of major initiatives and significant projects; and/or development of staff to ensure delivery of essential services. These procedures provide a consistent methodology for considering the re-employment of retiring administrators and ATSS post retirement.
- 1.3 The University has the sole discretion to determine whether re-employment of a retiring employee post retirement is the best solution to sustain and advance the University's operational needs. These procedures are applicable only in instances in which a retiring SSU administrator or ATSS is asked prior to their effective retirement date to consider re-employment after retirement.
- 1.4 An SSU retiree who is in retirement status will be subject to these procedures if they are re-employed by the University to fill a vacated position without participating in a competitive search.
- 1.5 An SSU retiree who applies for an approved vacated position through a competitive search process is governed by the University's standard employment procedures and guidelines. If the retiree is selected through the competitive search process, their employment is not subject to these procedures.

2.0 RE-EMPLOYMENT OF AN ADMINISTRATOR/ATSS RETIREE INTO THE SAME POSITION THE INDIVIDUAL HELD IMMEDIATELY PRIOR TO RETIREMENT

2.1 Administrators and ATSS who retire from the University through a state retirement system or the Alternative Retirement Plan (ARP) may be eligible to be rehired into the same position the individual held immediately prior to retirement without going through a competitive search process, in accordance with the requirements identified below:

2.1.1 The recommendation to fill the vacated position must be approved by the President.

2.1.2 Approval to re-hire an administrator or ATSS retiree into the same position without a competitive search shall be based upon the need for the retired employee's particular expertise, skills and knowledge.

2.1.3 Retirees in Ohio public pension systems may be required to have a break in University service to avoid forfeiture of some retirement benefits. Such retirees are advised to consult with their public retirement system (e.g., OPERS or STRS) to familiarize themselves with the applicable rules. The University shall not be responsible for any individual's decisions on the timing of their retirement or the consequences of such timing.

2.1.4 The approval to re-hire retiring administrators or ATSS under these procedures will generally be for a short-term duration to complete major projects, provide essential transitional support/services, and/or fill unique and specialized needs of the University.

2.1.4.1 The re-employment contract will be for the duration of up to one year and may be extended up to an additional year, with the President's prior approval.

2.1.4.2 The hiring unit director must provide written justification to the appropriate vice president with objective supporting evidence for the continuation of employment beyond the second year after retirement, including a longer-term succession plan. Such action shall be due to compelling circumstance and requires the President's prior approval.

2.1.5 The re-employment salary/wage rate will generally be comparable to the established hiring range for regular appointments and in line with market comparisons.

3.0 RE-EMPLOYMENT OF AN ADMINISTRATOR/ATSS RETIREE INTO A POSITION OTHER THAN THE ONE HELD IMMEDIATELY PRIOR TO RETIREMENT

3.1 Administrators and ATSS who retire from the University through a state retirement system or the Alternative Retirement Plan (ARP) are eligible to be hired into a position other than the one the individual held immediately prior to retirement in accordance with University Procedure 5.01:1 and consistent with the requirements identified herein.

3.1.1 In all instances of re-employment (with or without a competitive search), a retiree must adhere to the applicable pension system requirements.

3.1.2 The re-employment salary/wage rate will generally be comparable to the established hiring range for regular appointments and in line with market comparisons.

4.0 PROCESS TO INITIATE CONSIDERATION FOR RETIREE RE-EMPLOYMENT

4.1 Absent exceptional circumstances, employees shall notify the Human Resource Department in writing at least sixty days (60) prior to the scheduled retirement date. Written notice must include the effective date of retirement.

4.2 The hiring department director should promptly submit a request to rehire a retiree to the appropriate vice president or president. Requests are made using the Request to Rehire Retiree form and shall include a rationale for the request.

4.3 The request to rehire a retiree must be approved by the President or designee before an offer of re-employment is extended.

4.4 Post-retirement re-employment will be contingent upon official notification from the state retirement system (if applicable), written justification for the re-hire, and presidential approval.

4.5 Upon approval of the request for post-retirement re-employment, Human Resources will initiate an appointment letter in accordance with the applicable employment terms and conditions.

5.0 ADDITIONAL CONSIDERATIONS

5.1 Participants in alternative retirement programs (ARP) are encouraged to check with their vendor to determine whether their separation from the University is a distributable event and any other requirements.

5.2 Post-Retirement Contributions

5.2.1 Members continuing public employment after retirement and their employers both contribute to the applicable Ohio public retirement system.

Plan options as a retiree are different from those available to a regular employee. The retiree is responsible for understanding these differences.

5.2.2 Participants in alternative retirement plans (ARP) may be required to continue in their plan upon re-employment. Such participants are advised to consult with their ARP plan sponsor for details.

5.3 Vacation Leave Accrual

Re-employed retirees eligible to accrue vacation will accrue vacation based on their post-retirement rehire date. A re-employed retiree's prior service with the University, the State of Ohio, or any political subdivision of the State of Ohio does not count toward service credit.

5.4 Sick Leave

Re-employed retirees who received cash payouts for sick leave upon retirement may accrue and use sick leave while actively re-employed but shall not convert to cash any unused sick leave balance at the time of a second retirement.

Ref: [Request to Rehire Form](#)

History

Effective: 05/02/14

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