

Exhibit B

Application to Participate in 2018 Shawnee State University Voluntary Retirement Incentive Program

Applications for inclusion in the Shawnee State University Voluntary Retirement Incentive Program will be accepted beginning October 15, 2018 through November 29, 2018. The University is offering a retirement incentive payment in accordance with the 2018 Voluntary Retirement Incentive Plan documents to employees who are eligible for retirement and retire on or before January 1, 2019.

Participation in this opportunity is wholly voluntary and at the sole election of the employee. Qualified employees are neither encouraged nor required to make this application nor discouraged or prohibited from making this application. Any questions regarding this application should be directed to the Department of Human Resources.

IMPORTANT

PLEASE READ AND UNDERSTAND BEFORE APPLYING TO PARTICIPATE IN THE 2018 VOLUNTARY RETIREMENT INCENTIVE PLAN

1. Retirement incentives are subject to income tax but are not subject to retirement contributions or included in the University's life insurance coverage calculation.
2. The incentive is open to employees who:
 - a) are employed at the University on October 15, 2018, and
 - b) are or will be eligible for service retirement as of January 1, 2019.
3. Applicants who are selected to receive the retirement incentive must agree to and actually retire on or before January 1, 2019 and resign their employment with the University. Applicants who are selected will have five (5) days to accept the offer of the retirement incentive and submit their resignation on a form provided by the University. If the offer is not accepted by the applicant, the University will offer it to the next person on the list. This election is irrevocable.
4. Employees who apply to participate in the retirement incentive program will **not be eligible** for unemployment compensation.
5. Employees who are members of the Ohio Public Employees or State Teachers Retirement System may wish to consult with a counselor at OPERS/STRS to determine the impact of accepting the retirement incentive and retiring on or before January 1, 2019. Employees who participate in the Shawnee State University Alternative Retirement Plan (ARP) may wish to consult with their ARP provider to determine the impact of accepting the retirement incentive and retiring on or before January 1, 2019.

6. Employees may, at their own expense, wish to consult with legal or other counsel before making application to or accepting any offer to participate in the 2018 Voluntary Retirement Incentive Plan.
7. Participation in this Plan is not a guarantee or promise that the University will not now or in the future reduce its workforce through position elimination or layoff.
8. No person who applies for or accepts this benefit has a right to re-employment with the University following retirement. Future employment with the University will be at the sole discretion of the University.

Employee Election

I hereby voluntarily apply to participate in the 2018 Shawnee State University Voluntary Retirement Incentive Plan. I hereby affirm and acknowledge that I have read and understand this application and have had sufficient time and opportunity to review and discuss it with persons, including legal counsel of my choice, and have obtained all the information I need to make this application. I fully understand the meaning of each statement in this application and make this election freely and voluntarily and am not under any pressure or coercion to do so. There are no other representations, promises, understandings or agreements, written or oral, in relation to my application to participate in the Shawnee State University Voluntary Retirement Incentive Plan or my resignation and retirement between the University and me except as expressly set forth herein. I have reviewed the Release and Waiver of Claims Agreement and intend to sign it subject to the 7-day revocation period.

Employee Signature: _____

Printed Name: _____

SSU Employee ID #: _____

Date: _____

Department: _____

Proposed Retirement Date: _____