# Office of Human Resources Administrative Policy

**7-ADMIN-1 Retire/Rehire (Excluded Professional/Administrative Staff)**

Responsible Division/Office: Office of Human Resources Responsible Officer: Chief Human Resource Officer

Revision History: N/A

Effective Date: November 4, 2024

Next Review: 2029

1. **Summary**. Reemployment at the university to the same or a similar or replacement position held by an employee at the time of retirement may be considered based on reasons that are in the best interest of the university/critical to achieving the university’s mission/advance the university’s operational needs. Reasons for reemployment after retirement include:
   1. Succession planning.

* 1. To retain and transfer specialized knowledge or breadth of university contacts from the retired employee to others.
  2. To manage a function while a search is in progress.
  3. To maintain continuity during or in anticipation of an organizational redesign or restructuring.
  4. To oversee or complete a major initiative or significant university project or grant.
  5. To manage university staffing needs that may vary with changes in enrollment.
  6. To develop staff to ensure delivery of essential services.
  7. Other purposes as deemed appropriate by the division authority.

1. **Purpose.** To address reemployment of retired staff after employees have retired from the university.
2. **Definition.** Retire/rehire is a work arrangement where a retired former employee is reemployed to the same or similar or replacement position. Retire/rehire is subject to the parameters set forth below.
3. **Scope.** This administrative policy applies to excluded professional administrative staff:
   1. Who were previously employed by the university in any capacity, and
   2. Who left the university in good standing, and
   3. Who retired, or who have applied for retirement from a State of Ohio retirement system, and
   4. Who are seeking reemployment with the university in the same or a similar or replacement position held by the employee at the time of retirement.

# Parameters.

* 1. Retire/rehire is initiated by the appropriate administrative officer.
  2. Retire/rehire must be approved by the Chief Human Resources Officer.
  3. Retire/rehire requires an appointment to be reemployed in the same or similar or replacement position following retirement without the necessity of the formal search process.
  4. Appointment letters shall include the following provisions:
     1. A non-renewable term of not more than twelve months.
     2. Full time or part-time status.
     3. That the employee may be eligible to enroll in the university’s health insurance and other benefits based on full time equivalent status.
     4. That the maximum amount of salary upon reemployment shall be eighty percent of the retiree’s annual base salary at the time of retirement, unless this lowers their salary below the pay range minimum or Fair Labor Standards Act threshold. For part-time employment, the maximum amount of salary will be prorated.
     5. That salaries cannot be adjusted until such time as the university administers annual cost of living increases consistent with other professional administrative staff.
     6. Sick leave accrual, use and conversion will be addressed pursuant to university policy 3356-7-13 Sick leave accrual, use and conversion, excluded professional/administrative and excluded classified staff.
     7. That prior to reemployment, retirees have the responsibility of consulting with OPERS/STRS to familiarize themselves with forfeiture of any retirement benefits upon reemployment.
     8. That reemployed retirees will contribute to the applicable Ohio retirement system.
     9. That reemployed retirees will accrue vacation in accordance with university policy for externally funded university positions or professional/administrative staff.
     10. That all reemployed retirees are at-will employees.
  5. The university may choose to make exceptions to this policy with the prior approval of President.