

# Reemployment of Faculty and Staff

## Request to Rehire Retired Ohio State Faculty/Staff

All information is required.

See Reemployment of Faculty and Staff, Policy 4.25 (“Reemployment Policy”) for requirements. The retiree and employing unit must ensure all requirements of the Reemployment Policy are met, including completion and submission of the Notice of Re-employment of an OPERS Benefit Recipient form or the STRS Reemployed Retiree Notification for College and University Employers form (“OPERS/STRS Reemployment Form”), as applicable.

### Section I Employee/Retiree Information/Acknowledgment (Must be completed by retiree)

An eligible retiree is required to have a full two calendar month break in employment between the retirement date and the reemployment date, unless the employing unit requests and receives approval for an Immediate Return After Retirement (see Section V).

A full two calendar month break in employment means that the retiree is prohibited from working in any manner, including but not limited to, answering emails or performing any function for the university in a volunteer or paid capacity. This includes anything that was a responsibility in the position from which the employee retired or is a responsibility in the position to which the retiree is returning or being hired into.

Retirees who are found to have worked in violation of the two calendar month break in service requirement, without approval for an Immediate Return After Retirement, may be responsible for reimbursing the university for any OPERS/STRS benefit the retiree received for the duration of the required break in service.

Retiree name (first, last)	Employee ID number
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Retiree signature	Date (mm/dd/yyyy)
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### Section II Retirement Position Information (Must be completed by requesting employing unit)

College/VP unit	Position title
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Retirement date (mm/dd/yyyy)	Annual salary at retirement	Position type
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### Section III Reemployment Position Information (Must be completed by requesting employing unit)

This appointment is the result of a competitive selection process (job opening number required below).

College/VP unit	Department	Position title
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Requested return-to-work date <sup>1</sup>	Position number	Position type
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Returning FTE (decimal format)	Employment duration requested	Source of funds
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Job opening number (if applicable)	Returning salary
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<sup>1</sup>If less than a full two calendar month break in employment, complete Section V, Immediate Return After Retirement Request.

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**Section IV Document Requirements (Attach)**

- Justification statement from college/VP unit addressing: scope of position, business need, cost savings, comments on individual's performance, and why the position cannot or should not be filled by current staff or new hire.
- OPERS/STRS Reemployment Form, as applicable.
- Performance reviews for the three most recent years.

**Section V – Immediate Return After Retirement Request (To be completed by retiree)**

I understand that if approved, my immediate return after retirement requires that I submit the OPERS/STRS Reemployment Form, as applicable, and forfeit the first two months of my retirement benefit.

Retiree Signature

Date (mm/dd/yyyy)

**Section VI Unit Responsibility/Acknowledgment**

\_\_\_\_\_ understands that if the retiree performs any work during the two calendar month break described above and in the Reemployment Policy, the unit will be financially liable for any penalty assessed by the state retirement system. If there is an immediate return to employment by the retiree and the unit fails to obtain approval, the unit will be billed for any OPERS/STRS charge to the university. The unit has the authority to bill the reemployed retiree for any OPERS/STRS pension benefit the reemployed retiree received for which the university is charged.

The OPERS/STRS Reemployment Form, as applicable, must be submitted with this form to the Office of Academic Affairs (for faculty appointments) or the Office of Human Resources (for staff appointments).

**Section VII – Approval (All signatures are required)**

College/VP unit senior human resource professional

Date (mm/dd/yyyy)

Dean or vice president

Date (mm/dd/yyyy)

Office of Academic Affairs or Office of Human Resources

Date (mm/dd/yyyy)

**Return completed staff forms along with required documentation to:**

Office of Human Resources Talent Acquisition, 1590 N. High Street, Suite 300, Columbus, OH 43201-2190

Email: TalentAcquisition@hr.osu.edu

**Return completed faculty forms along with required documentation to:**

Office of Academic Affairs, 203 Bricker Hall, 190 North Oval Mall, Columbus, OH 43210-1358

Email: admin-facultyaffairs@osu.edu