



The University of Akron

Human Resources

REEMPLOYMENT PROCEDURES FOR RETIREES UNDER RULE 3359-11-15

Employees seeking reemployment after retirement should read and be familiar with the following procedures:

General guidelines: (refer to Rule 3359-11-15 for complete information)

- This program is restricted to full-time University of Akron employees who are eligible to retire from an Ohio pension system.
- Individuals may be employed full- or part-time in a same or similar position without the necessity of a formal search process under the University's affirmative action plan.
- All agreements must be in writing and are subject to prior approval by Board of Trustees.
- No less than 60 days prior to reemployment, the Board will give public notice that the employee is or will be retired and is seeking employment with the University.
- No faculty or staff member who retired under an ERIP program is eligible to participate.
- Reemployed faculty or staff members waive participation in The University of Akron's group health plan, if permitted by the applicable retirement system.
- For faculty:
 - Tenure or expectancy to obtain tenure terminates upon retirement
 - The faculty member is entitled to retain appropriate academic rank achieved upon retirement

Instructions:

- The faculty or staff member must notify their supervisor in writing of the following:
 - Intent to retire
 - Request for re-employment under rule 3359-11-15
 - Indicate whether they are requesting full- or part-time reemployment and the nature of the work
 - Indicate whether they are requesting to work the first two months after retirement (forfeiting retirement system payment)
 - Retirement and reemployment dates will be dependent upon University Board of Trustees meeting schedule
 - The faculty or staff member must notify the University in writing at such time they do not intend to continue employment with the University
 - The written request should be submitted through the outlined approval process.

Approval Process:

- The department chair/head should forward a written notification to the appropriate Vice President/Dean that they approve the employee's request (attach copy)
- The Vice President/Dean should submit the written notification to the Senior Vice President & Provost for approval and review with the President.
- General Counsel will prepare the reemployment agreement/Personnel Action Form.
- Human Resources will prepare the public notice filing.