

3357:13-16-06: Rehiring of Retired College Employees

- (A) A “retiree,” for the purpose of this policy, is defined by the College as a previous North Central State College employee who is currently receiving a state retirement pension.
- (B) The College values the service years and time that employees contribute toward the success of the institution. The decision to retire is an individual matter. It is the responsibility of the employee to investigate his/her individual retirement situation with the State Teachers Retirement System (STRS), School Employees Retirement System (SERS), or Alternative Retirement system (ARP).
- (C) An employee who provides written notice of his/her intent to retire in accordance with the College’s Resignation policy shall be granted NCSC official retirement status. The employee shall participate in the standard exit process and receive:
 - (1) Unused vacation time paid out according to College policy.
 - (2) Unused sick leave paid out according to College policy.
- (D) To ensure that the rehiring of a retiree is conducted in a legal and ethical manner, the College shall consider rehiring a retiree only after a search is conducted in accordance with College policy. No commitment, verbal or written, regarding rehire may be made by any NCSC employee to the retiree regarding intent to rehire until conclusion of the search process.
- (E) Retiree may apply and be considered for rehire in accordance with the following provisions: (for members of the collective bargaining unit see latest Collective Bargaining Agreement)
 - (1) The retiree may only apply for a position other than the one from which they retired. The retiree may not reapply for the position they vacated.
 - (2) The vacated position shall be re-evaluated by the College, resulting in possible change and/or re-organization.
 - (3) The position job description shall be updated or re-created to meet current College needs.
 - (4) The position vacancy shall be filled contingent upon strategic allocation of funds and the appropriate approvals.
 - (5) An internal and/or external search shall be conducted for the position.
 - (6) Qualified candidates shall be interviewed. If the retiree applies and meets the qualifications of the re-evaluated position, the retiree shall also be interviewed.
 - (7) The rehired retiree shall be eligible for the same across-the-board increases as all employees.

- (8) Seniority begins at the rehire date.
- (9) Vacation and sick leave accrue from the new hire date. Any prior leave balance shall not be carried forward. Rehired retirees are not eligible for sick leave pay out at subsequent retirement/termination.
- (10) Any rehired retiree who meets the eligibility criteria for healthcare benefits may elect to participate in the benefit at a cost of 100% to the employee. This includes health, dental, vision insurance and other similar products that may be added in the future.
- (11) If current eligibility requirements are met, life insurance shall be provided according to policy in effect at that time.
- (12) Retirement contributions shall be made by the employee and the College according to the guidelines set forth by the state retirement system.
- (13) Standard new-hire procedure (paperwork, computer access, keys, parking tags, etc.) shall be followed.
- (14) Work location, days/hours, etc. shall be determined by the hiring manager at the time the position is approved.

Effective: September 27, 2000

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Review Dates: 4/01/05

