

RETIREMENT/ REHIRE POLICY

Applicability: This policy applies to all non-bargaining unit Oak Hill employees who qualify for benefits through the State Employee Retirement System.

Policy:

Non-bargaining unit employees who commenced their employment with Oak Hill prior to January 1, 1993 participate and are vested in the State Employee Retirement System ("SERS"). Current employees who qualify for benefits through SERS may elect to "retire" from Oak Hill for the purpose of collecting state pension benefits, and then apply for rehire. This Policy and Procedure sets forth the terms and conditions pursuant to which employees will be considered for re-hire. **Note: non-bargaining unit employees are employed "at will". Therefore, there is no guarantee of re-employment.**

Procedure:

1. The employee must inform his/her department head of the fact that s/he wishes to retire for the purpose of collecting SERS benefits yet wishes to continue working at Oak Hill at least 30 days prior to the anticipated retirement date.
2. Upon receipt of such a request, the department head, in consultation with Human Resources, will make the following determinations:
 - a. Should the position from which the employee seeks to retire be maintained, eliminated or modified? If it should be modified, then:
 - The job description should be revised; and
 - The salary of the position must be re-evaluated.
 - b. If the position should be maintained or modified, the department head will determine if the employee who is retiring from that position is qualified to continue in that position. In making this determination, the department head should consider:
 - Whether the employee has satisfactorily performed the job ;
 - Whether the employee meets any new qualifications for the position if modifications have been made; and
 - The employee's length of service at Oak Hill.
3. If the department head determines that the employee should be rehired into the same position (or the position as modified), Human Resources will issue a letter to the employee stating that:

- All accrued but unused vacation time will be paid out as of the date of the employee's retirement;
- All accrued but unused sick time will be lost;
- The employee will accrue sick and vacation time as a new employee in accordance with Oak Hill policies in effect on the date of rehire;
- The employee will waive eligibility to participate in Oak Hill's health and dental plans;
- The rehired employee shall earn no additional credit for age or service in the SERS while employed by Oak Hill; and
- The employee will be eligible to qualify for participation in Oak Hill's Defined Contribution Retirement Plan under the rules and conditions outlined in the Plan.

4. If the department head determines that the employee should not be rehired, and that the position should continue (either as is or as modified), the position will be posted and/or advertised in accordance with Oak Hill's hiring practices. A date will be established for the employee's last day of work. The retiring employee shall be paid out all accrued but unused vacation time.

5. If the department head determines that the position should be eliminated, a date will be established for the employee's last day of work. The retiring employee shall be paid out all accrued but unused vacation time.

6. If the employee is interested in being hired into a position other than the position from which s/he is retiring, the employee may request consideration for any open position by submitting a transfer request and resume (if required) at least three weeks prior to the employee's last day of work. The decision to hire the employee will then rest with the department head filling the open position.

Approved: March 5, 2008