



# THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

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To: CFAES Leadership and HR Professionals

From: Ron Hendrick, Sr. Associate Dean 

**Subject: Faculty & Staff Rehire Guidelines**

Date: February 24, 2014

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CFAES Administrative Cabinet, in consultation with academic and support unit leadership, has developed a policy regarding the rehiring of retired faculty and staff members (below). Our goal is to create an environment that ensures workplace needs created by the departure of faculty and staff members are met in an uninterrupted manner, while promoting the prompt filling of vacancies. If you have any questions, please feel free to ask me.

### **CFAES Employee Rehire Policy**

The College of Food, Agricultural, and Environmental Sciences will endeavor to manage its workforce in a manner that values and recognizes long records of employee service, while at the same time filling or reallocating vacant positions in a timely, strategic manner. In order to foster an environment in which we meet critical workplace needs, while simultaneously encouraging the timely replacement of departing employees, the following guidelines shall apply to the re-employment of retired faculty and staff members:

- Decisions to rehire retired faculty and staff members will need to be approved by the CFAES VP/Dean, based on demonstrated short-term unit and/or college needs.
- Rehire appointments will be contingent on submission of an approved plan that justifies the re-employment of a retired employee, replacement of the retired employee, or for the abolition or reallocation of their vacant position.
- Requests for rehire should be based on defined needs for specific employee skills required to accomplish specific short-term projects or tasks, and not on general duties associate with the vacated position.
- Faculty and staff retirement decisions should not be predicated on expectations or promises of rehire.
- Rehire appointments will be made for no more than 12 months at a time.
- Faculty rehired to teach specific courses should be compensated on a per-credit hour basis, at a rate previously approved by the CFAES Associate Dean for Academic Affairs.