

**Ohio State University Extension**  
**Guidelines for Re-employment of Ohio State University Extension Retirees**

1. Determine vacancies statewide.
2. Request proposal and job descriptions from county directors or unit directors who wish to rehire a retiree.
  - Request goes to the immediate supervisor(s) for review and response to the county/unit director.
  - Leader, Human Resources, is copied on the request and involved in discussions on priorities.
3. Guidelines to be followed, for OSU Extension:
  - All assignments would be temporary assignments for a one-year period or less.
  - Salary will be re-negotiated based on nature of assignment. County/Regional directors make the decision for county staff. Immediate supervisor(s) for the campus/center staff.
  - All assignments will be 50% or less with 45% or lower the recommended assignment. This percentage can be negotiated at a higher level based on grant, contract or supplemental funding.
  - An offer letter using a template from Human Resources and co-signed by supervisor(s) will confirm the arrangement.
  - For county Educators, the county will pay X% of current county cost-share based on the percentage of hire. Other units should confirm cost with OSU Extension Human Resources.
  - Any assignments which go beyond one year may be viewed as no longer temporary by the university and cost-share arrangements for a county may have to be re-negotiated if benefit and retirement contributions change.
4. University process and guidelines on re-employment will be followed.

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