

## **Preparing to Resign or Retire**

**Q: I would like to formally submit my resignation or retirement.**

A: Complete Notification of Resignation/Retirement Form at: <https://forms.gle/qpv9t4EQAZSnpTY56>.

**Q. When should I submit my resignation or retirement form?**

A: Resignations: you should provide at least two weeks notice.

A: Retirements: to receive enhanced severance payout, submit your notice at least 90 days' before your retirement date.

**Q: How do I know if my notification to resign or retire was received?**

A: You will receive an automated email response after you submit your notification. This is a summary of all your responses to the form for your record. If you notice anything that is incorrect, please contact the Talent Department ([hr@columbus.k12.oh.us](mailto:hr@columbus.k12.oh.us)) immediately. If you would like confirmation that your separation has been accepted by the Board of Education, you can check in at <https://go.boarddocs.com/oh/columbus/Board.nsf/Public>.

**Q: What should I list as my resignation or retirement effective date?**

A: Your resignation or retirement effective date is the last day you intend to work. For resignations, it will be the last day you either work or use approved leave (paid or unpaid). You cannot be paid for any time worked after this date.

Please contact STRS/SERS to confirm your retirement date before submitting the notification form. Once you submit this form to the Human Resources Department, we will accept your retirement date as indicated by you on your completed form. Upon the Columbus City Schools Board of Education's approval, we will not change the effective date of your separation.

It is important to understand that you will be eligible to receive retirement benefits at the beginning of the month following your retirement date with CCS. For example, if your retirement date is May 31, you will be eligible to receive retirement benefits as early as June 1. On the other hand, if your retirement date is June 1, you will be eligible to receive retirement benefits as early as July 1.

**Q: How do I know when I am eligible for retirement?**

A: You should schedule an individual counseling session with your retirement system, State Teachers Retirement System (STRS) or School Employee Retirement System (SERS) to determine your retirement eligibility.

**Q: I am a teacher, when is the deadline to submit my retirement notification to opt out of OTES?**

A: Your notification needs to be submitted to the Talent Department by November 1 and the Board of Education needs to vote to approve it by the last board meeting in November. Submit notification of retirement to: <https://forms.gle/qpv9t4EQAZSnpTY56>.

**Q: I am a contract teacher, if I resign before the end of the school year will my license be reported?**

A: Yes, your license will be reported to the Ohio Department of Education (ODE) if you resign before the end of the school year. To avoid violating Ohio Revised Code 3319.15, resignations should be effective no earlier than after the school year, and no later than July 10 before the upcoming school year.

**Q: I need to change my resignation or retirement date, what do I do?**

A: You will need to check with your retirement system, especially if you plan to retire sooner, to ensure you have enough service hours for the new date. Once confirmed, send a written notification of change to: [hr@columbus.k12.oh.us](mailto:hr@columbus.k12.oh.us).

**Q: What if I change my mind, can I rescind my resignation or retirement?**

A: Upon the Columbus City School Board of Education's approval, we will not change the effective date of your separation. Please contact STRS/SERS to confirm your retirement date before submitting this form. Once you submit this form to our Human Resources Department, we will accept your retirement or resignation date as indicated by you on the form.

**Q: I have retired once from another district or public organization; can I retire again?**

- Highway Patrol Retirement System (HPRS)
- School Employees Retirement System (SERS)
- Public Employees Retirement System (OPERS)
- Police and Fire Pension Fund (OP&F)
- State Teachers Retirement System (STRS)

A: You can only retire once. If you are already receiving a pension from any of the public retirement systems listed above, then your separation will be considered a resignation.

**Q: What is enhanced severance? How do I know if I am eligible?**

A: If you provide at least 90 days' notice before your retirement date (and notification before 2/1 if a teacher/administrator and retiring between May and October, per Article 810.02 B of the CEA Master Agreement and Article 17.8 in the CSEA agreement,) you will qualify for a higher payout on any remaining sick leave. Please refer to your collective bargaining agreement or compensation package for specific sick leave payout percentage.

**Q: Will I be eligible for enhanced severance if I need to change my retirement date?**

A: Your revised date must provide at least 90 days' notice before your retirement date to qualify for a higher payout on any remaining sick leave.

**Q: When will I receive my final paycheck?**

A: If you are resigning, your remaining wages will be paid on the next pay date. If you are retiring, you will be paid per the pay schedule until all earned wages are paid out.

**Q: When will my benefits end?**

A: CAA Member- Benefits will end on the last day of the month of your last paycheck date.  
CEA Member- Benefits will end on the last day of the month of the effective date of the resignation.  
CSEA-OAPSE/CSCSA Member- Benefits will end on the last day of the month of your last day worked.  
Substitute Teacher- Benefits (if enrolled) will terminate at the end of the month of the effective date.

## **I have submitted my retirement, what's next**

**Q: If I retire from my position, can I be rehired?**

A: Yes, however if you are rehired into the same or similar position (same bargaining unit, same salary schedule, and job classification), then there may be a required public notice and hearing that demands a specific time frame outlined in Ohio Revised Code 3307.353 and 3309.345 and Ohio Administrative Code 3307:1-13-03 and 3309-1-61).

The Board of Education must provide public notice 60 days before the date the board can vote to rehire the retired individual. This notice must indicate that the retired individual is seeking re-employment with the district and include the time, date, and location of the public meeting. The public meeting must be held between 15 and 30 days before the date the board can vote/act to rehire the retiree.

**Q: If I retire and rehire, can I collect retirement system health benefits?**

A: A rehired retiree is not eligible for primary health coverage by the retirement system since the district provides access to a medical plan that provides prescription coverage.

**Q: If I retired years ago, am I required to wait 60 days after the public notice and hearing timeline?**

A: Yes, the district must follow all procedural requirements for rehiring retirees regardless of the timeframe between retirement and re-employment.

**Q: If I retire from my current position, can I apply to another position in the district?**

A: Yes, you will need to meet the minimum requirements of the positions and follow hiring procedures. This does not require 60 days to start or a public notice and hearing requirement. Normal Board of Education personnel legislation approval will be followed. If you are later promoted or seek to transfer back to the position from which you retired, the district is required to follow procedures to rehire retirees.