

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name Retirement</b>	
Procedure No. 3141-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>3141-Retirement</u>	Last Reviewed: <u>12/7/2009</u>

**1. Background**

Describe relevant background to the implementation of the policy.

Employees who are members of the State Retirement System (STRS) must meet and comply with STRS eligibility requirements to retire.

**2. Responsibilities**

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945

Describe responsibilities:

Employees who are members of the State Teachers Retirement System (STRS) must meet and comply with STRS eligibility requirements to retire.

Employees who are members of the School Employees Retirement System (SERS) must meet and comply with SERS eligibility requirements to retire.

**3. Action Steps**

Describe the action steps relevant to the implementation of the policy.

-monitor retirements to make sure requirements are met.

#### 4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Retirement Form	Completed and submitted by employee	3/1/2018
2.		
3.		

#### 6. Additional Information

Describe any additional information relevant to the implementation of the policy.