

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Retirement	
Procedure No. 4141-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>4141-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 School Employee Retirement System (SERS) must meet and comply with SERS 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:	

3. Action Steps

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

- Employee notified retirement system (SERS)
- Employee completes retirement form and submits to HR
- Board of Education votes on the retirement

4. Equity Considerations

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

5. Additional Information

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

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.