

Early Retirement Incentive Plan

- 1) **Plan Name:** The name of the plan shall be the Retirement Incentive Plan of the City of Gahanna, Department of Mayor's Court, hereinafter referred to as the Plan.
- 2) **Enabling Resolution and Governing Law:** The plan was approved by the City of Gahanna Council, and is based on the provisions of Section 145.297 and/or Section 145.298, Ohio Revised Code, and Administrative Rule 145-2-42.
- 3) **Plan Period:** The plan shall begin on January 1, 2011, and terminate on December 31, 2011.
- 4) **Terms:**
 - (A) The Plan shall be the only retirement incentive plan in effect for eligible employees of City of Gahanna, Department of Mayor's Court.
 - (B) Participation in the Plan shall be available to 5 percent of employees of the City of Gahanna, Department of Mayor's Court who are employed at their offices and are members of OPERS on January 1, 2011. Employees who have established more total service credit of record in the Ohio Public Employees Retirement System pursuant to applicable service credit provisions of Chapter 145, Ohio Revised Code, have the right to elect to participate in the Plan before employees having less total service credit established in OPERS.
 - (C) Pursuant to the terms of the Plan, service credit for each participating employee shall be purchased by the City of Gahanna, Department of Mayor's Court in an amount equal to the lesser of the following:
 - i. Two years of service credit, or
 - ii. An amount of service credit equal to one-fifth of the total service credit of record credited to the participating employee in the Ohio Public Employees Retirement System, exclusive of the service credit purchased under this Plan.
- 5) **Eligibility Requirements:** Any employee of the City of Gahanna, Department of Mayor's Court eligible to participate in the Plan shall meet the following criteria:
 - (A) The employee is or will be eligible to retire under Section 145.32, 145.34, 145.37, or 145.33(A), Ohio Revised Code, on or before the date of termination of the Plan. Service credit to be purchased for the employee under the Plan shall be included in making this determination for eligibility.
 - (B) The employee agrees to retire under Section 145.32, 145.34, 145.37, or 145.33 (A), Ohio Revised Code, within 90 days after receiving notice from the Ohio Public Employees Retirement System that service credit has been purchased for the employee pursuant to the Plan.

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- 6) Notice:** The Plan shall be in effect for a minimum of one year. All employees and the Ohio Public Employees Retirement System will receive written notice 30 days in advance of the proposed termination date of the Plan.
- 7) Grievance Procedure:** Should you disagree with a decision made by the management of the City of Gahanna in the administration of this plan, and you are able to factually demonstrate the issue, then the appeal procedure is as follows:
- (A)** The employee may submit a written appeal to the Director of Human Resources within 10 (ten) business days of the disputed action. This appeal must state specific reasons for the appeal, the points of disagreement, and contain any supporting documentation to support the employee's claim.
 - (B)** The Director of Human Resources and Department Head will meet with the affected employee within 5 (five) business days of the submission.
 - (C)** Within 5 (five) business days of this meeting, the Director of Human Resources will issue a written decision to the employee. This written decision will include any further information that may need to be requested from the Ohio Public Employees Retirement System to assist with the appeal.
 - (D)** If the employee remains dissatisfied following the decision by the Director of Human Resources and Department Head, the employee may, within 10 (ten) business days of receipt of the decision, request a review by the Mayor. This request must be in writing to the Director of Human Resources and state the reasons for the appeal and the points of disagreement. The Mayor will issue a decision through the Director of Human Resources within 10 (ten) business days of receipt within the Human Resources Department of the written request for the review. The decision of the Mayor shall be final.
 - (E)** Timelines for all of these steps may be extended upon mutual consent of both parties for good cause.