

## **INSTRUCTIONS TO REQUEST THE FILLING OF A VACANCY CREATED BY AN ERIP PARTICIPATION**

- 1) Upon receipt of a copy of the *Acceptance* for an employee to participate in the Ohio Public Employees Retirement Incentive Plan (ERIP) provided by YSU and Record of Separation form, an *Employment Requisition* may be initiated.

Note: Division Officers (President/Provost/Vice Presidents) have been provided a form to evaluate the position to be vacated by an ERIP participant at the time an *ERIP Notification of Intent to Participate* has been filed by the employee.

- 2) The Department Head/Chair is to complete an Employment Requisition for either a Classified Civil Service (CCS) or Professional/Administrative (P/A) Position form and signs as the requesting department head/chair. If a position is currently a CCS position, utilize the employment requisition form for a CCS position. Conversely, if a position is currently a P/A position, utilize the employment requisition form for a P/A position. Human Resources (HR) will determine the category of employment upon proper review along with the Division Officer evaluation.

Attach:

- a) a copy of the current position description with annotations noted in red as necessary to reflect any changes required for the replacement position,

AND

- b) a copy of the *Division Officer's Evaluation of Position to be Vacated* form; provided by HR. Contact HR if an evaluation is not provided with the copy of his/her employee's *Acceptance of ERIP Participation and Separation* form.

- 3) Follow the progressive sequence as delineated on each respective Employment Requisition form.
- 4) Department Heads/Chairs, and Administrative Superiors (Executive Directors/Deans) should consult with their respective Division Officers as necessary during this process so that requests submitted are in alignment with decisions rendered by the Division Officers.
- 5) Downloadable forms are available on the Human Resources Website under Hiring Procedures; please be sure to access the forms specifically designed for ERIP Vacancies. Please contact HR if you have any additional questions or need further assistance.