

Exhibit B

Application to Participate in 2018 Shawnee State Retirement Incentive Program

Applications for inclusion in a Shawnee State Retirement Incentive Program will be accepted beginning October 16, 2017 through November 30, 2017. The University is offering a retirement incentive payment in accordance with the 2018 Voluntary Retirement Incentive Program plan documents to employees who are eligible for retirement and retire on or before June 1, 2018.

Participation in this opportunity is wholly voluntary and at the sole election of the employee. Qualified employees are neither encouraged nor required to make this application nor discouraged or prohibited from making this application. Any questions regarding this application should be directed to the Department of Human Resources.

IMPORTANT

PLEASE READ AND UNDERSTAND BEFORE MAKING AN APPLICATION TO PARTICIPATE IN THE 2018 RETIREMENT INCENTIVE PROGRAM

1. Retirement incentives are subject to income tax but are not subject to retirement contributions or included in the University life insurance coverage calculation.
2. The incentive is open to full-time bargaining unit employees, including fair share, who:
 - a.) are employed at the University on January 1, 2018; and
 - b.) who are or will be eligible for service retirement as of January 1, 2018.
3. Participation is limited to twelve (12) employees per bargaining unit, with no more than three (3) per department. In the event that more than twelve (12) employees apply to participate, those employees with the most Shawnee State bargaining unit service have the right to participate before those with less.
4. Applicants who are selected to receive the retirement incentive must agree to and actually retire on or before June 1, 2018 and irrevocably resign their employment with the University. Applicants who are selected will have fourteen (14) days to accept the offer of the retirement incentive and submit their irrevocable resignation on a form provided by the University. If the offer is not accepted by the applicant, the University will offer it to the next person on the list.
5. Employees who elect to participate in the retirement incentive program will **not** qualify for unemployment compensation. This election is irrevocable.
6. Employees who are members of the Ohio Public Employees or State Teachers Retirement System may wish to consult with a counselor at OPERS/STRS to determine the impact of accepting the retirement incentive and retiring on or before June 1, 2018. Employees who participate in the Shawnee University Alternative Retirement Plan (ARP) may wish to consult with their ARP provider to determine the impact of accepting the retirement incentive and retiring on or before June 01, 2018.

7. Employees may, at their own expense, wish to consult with legal or other counsel before making application to or accepting any offer to participate in the Shawnee Retirement Incentive.

8. Participation in this program is not a guarantee or promise that the University will not, now or in the future, have to reduce its workforce through position elimination or layoff.

9. No person who applies for or accepts this benefit has any right to re-employment with the University following retirement. Future employment with the University will be at the sole discretion of the University.

Employee Election

I hereby voluntarily apply to participate in the 2018 Shawnee State Retirement Incentive Program. I hereby affirm and acknowledge that I have read and understood this application, that I have had sufficient time and opportunity to review and discuss it with persons, including legal counsel, of my choice and that I have obtained all the information I need to make this application. I fully understand and appreciate the meaning of each of the statements in this application and I make this election freely and voluntarily and am not under any pressure or coercion to make this application. There are no other representations, promises, understandings or agreements, written or oral, in relation to my application to participate in the Shawnee State Retirement Incentive program, or my resignation and retirement between the University and me, except as expressly set forth herein.

Employee Signature: _____

Printed Name: _____

SSU Employee ID #: _____

Date: _____

Department: _____

Proposed Retirement Date: _____