



Ohio Administrative Code Rule 3309-1-03 Staff authority and appeals.

Effective: [May 1, 2018](#)

(A) The school employees retirement board authorizes its administrative staff to make determinations on member and benefit matters in accordance with Chapter 3309. of the Revised Code, this chapter, and policies of the retirement board. This authority includes, but is not limited to, membership, compensation, benefits, and employer reporting matters. Final determinations by the staff may be appealed to the retirement board pursuant to this rule.

(B) Except as provided in rules 3309-1-40 and 3309-1-41 of the Administrative Code, any affected person may appeal a final determination of the staff of the school employees retirement system as provided in this rule.

(1) A notice of appeal shall be submitted to the executive director in writing, and must be received by the retirement system no more than thirty days after the date of the final staff determination. It shall state the determination to be reviewed, the basis for the review, and whether a personal appearance before the retirement board is requested.

(2) The retirement system shall notify the person of the time and place of the personal appearance, if one was requested, and the deadline for submitting any documentation the person wants the retirement board to consider on appeal.

(1) The retirement board shall review each appeal and determine whether to uphold the staff determination based upon information in the files of the retirement system.

(2) The affected persons and their representatives shall be notified of the retirement board's determination which shall be final.

(E) Any notice required or permitted to be given by the retirement system under this rule shall be sent by regular U.S. mail by the administrative staff of the retirement system addressed to the last address on file in the records of the retirement system.