



# A02.07.01 Retirement Policy/Service Recognition

<b>Effective Date:</b> April 13, 1999	<b>New:</b>
<b>Replaces:</b> dated June 18, 1987	<b>Revision: X</b>

## Policy Statement

The College will recognize annually the service contributions of those employees who have retired and who are retiring and the service of long-term employees

## Procedures/Rules Statements

### A. RETIREEES

- i. An annual event honoring retirees will take place in early fall.
- ii. Employees retiring up to August 31 will be recognized at the retirement function. Those retiring after September 1 will normally be recognized the following year. An amount of money will be allocated to the Personnel Department budget for this purpose.
- iii. Responsibility for the arrangements shall be assigned to the Recognition Committee which will be made up of at least one member of each constituency group (including Personnel) and one retiree.
- iv. Employee recognition will consist of the following:
  - the College President will host an annual dinner for retirees and a guest of their choice. Other attendees will include Board members, other College Administrators and constituent group representatives. The Chair of the College Board (or designate) will give formal recognition to the retirees.

- the College will host an annual reception, to be followed by a dinner for retirees, to which all college employees will be invited. Those employees wishing to attend the dinner following the reception may be charged a fee.
  - an appropriate gift will be presented to each retiree.
- v. Should an employee be deceased within the eligible year, the award will be presented to a family member or partner.

## **B. LONG-TERM EMPLOYEES**

- i. An event to honor long-term employees will take place each year.
- ii. Responsibility for the arrangements shall be assigned to the Recognition Committee as in A(3) above.
- iii. Length of service will be recognized for employees in their 15th, 20th, 25th, 30th, and 35th year.
- iv. Employee service recognition will consist of an event hosted by the President of the College. Attendees will include Board members, other College Administrators and constituent group representatives. Other college employees wishing to attend may be charged a fee.
- v. The President of the College (or designate) will give formal recognition to the long-term employees.