**College of EMS Retirement Policy**

Purpose: To recognize retiring employees for service to the College and to the University.

Recognition programs for retiring College of Earth and Mineral Sciences faculty and staff will follow the guidelines below. Employees are eligible for a single retirement recognition event when they have officially announced their retirement, reached their sixtieth birthday and have at least fifteen years of continuous regular full-time employment OR have twenty-five years of regular full-time University employment (see HR 54).

1. Retirement recognition events will take the form of an open reception that will be coordinated by their supervisor with assistance from their unit’s Administrative Support Coordinator.

2. Up to a total of $200, which must preferably be from endowment funds (can be from general funds if no endowment funds are available), may be used to provide support for each reception. Receptions will be funded by their current department or unit.

3. A non-cash award valued at under $100 may be presented to the retiree from his/her department or unit. Endowment funds (or if unavailable, general funds) must be used for this award.