

**SAP:** 31.98.01 (Effective 11/1/2007)

## **Retirees Recognition Ceremony and Retirement Benefits**

1. Service Recognition Ceremony for Retirees
  - a. Department heads will notify the Office of the President at least two weeks prior to an employee's retirement. Information to be provided will include the retirement date, years of service, and the date and location of the employee's retirement recognition ceremony.
  - b. Gifts will be presented to the retiree from the University by the President or his designee as follows:
    - ◆ 0 to 5 years - certificate
    - ◆ 5 to 15 years - Pen and Pencil set and certificate
    - ◆ 15 or over - Watch and certificate
  - c. A Certificate of Appreciation will be presented to the retiree from the University by the President or his designee.
  - d. Departments will be allocated \$300 per retiree from University funds toward expenses associated with an on-campus retirement recognition ceremony. Funds for events held off-campus must come from sources external to the University. Expenses exceeding the \$300 limit must come from sources external to the University, unless approved otherwise in advance by the President.
  - e. Departmental gifts to a retiree must come from funds external to the University.
  - f. Any exceptions to this Standard Administrative Procedure must be approved by the Office of the President.
2. Authorized benefits from the President for all employees who retire from Tarleton State University. The retiree must present a Tarleton picture identification card to be eligible for the benefits listed below:

- a. Picture identification card designating the individual as an official “Retired Tarleton Employee”
  - ◆ One (1) free ticket to Tarleton Band and Choir departmental concerts
  - ◆ One (1) free ticket to Tarleton Young People Series productions
  
- b. Faculty/Staff rates for Tarleton theatrical productions
  
- c. Annual pass to Tarleton swimming pool at the faculty/staff family rate
  
- d. Free admission to Tarleton noon aerobics/strength and conditioning classes at the Wisdom Gymnasium
  
- e. Lifetime Tarleton Library privileges
  
- f. One (1) free general admission (non-reserved) ticket to Tarleton regular season home athletic events

CONTACT OFFICE: Office of the President