

# SAP 31.99.99.T0.02 Retiree Recognition Ceremony and Retirement Benefits



New: November 1, 2007  
Revised: July 26, 2017 (Effective September 1, 2017)  
Revised: May 1, 2024  
Next Scheduled Review: May 1, 2029

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## Procedure Summary

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The purpose of this standard administrative procedure (SAP) is to establish a process for awarding retirement gifts and ceremonially recognizing retirees at Tarleton State University (Tarleton or university). Recognition of employees who are retiring is a tradition at Tarleton that expresses appreciation for their dedication and acknowledges the contributions they have made during their years of service at the university.

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## Procedures and Responsibilities

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1. Service Recognition Ceremony for Retirees
  - 1.1. Department heads will notify the appropriate vice president's office of the date and location of the employee's retirement recognition ceremony at least two weeks prior to the event.
  - 1.2. The department of People and Culture will maintain a published brochure of available gifts for retirees. Gifts may vary from year to year depending upon availability and popularity. Retirees may choose one gift from this brochure based on their years of service as follows:
    - 1.2.1. 1 to 10 years - up to \$100 value gift
    - 1.2.2. 11 to 20 years - up to \$200 value gift
    - 1.2.3. 21 to 30 years - up to \$300 value gift
    - 1.2.4. Over 30 years – up to \$400 value gift.
2. A plaque of appreciation with the number of years of service will be presented to the retiree from the university by the employee's vice president or designee.
3. 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.

4. Departmental gifts to a retiree must come from funds external to the university.
5. Any exceptions to this SAP must be approved by the department of People and Culture.
6. Authorized benefits for all employees who retire from Tarleton are listed below. A retiree will be provided a picture identification card designating the individual as an official "Retired Tarleton Employee" and this card must be presented to be eligible for these benefits.
  - 6.1. Two free tickets to Tarleton Band and Choir departmental concerts
  - 6.2. Two free tickets to Tarleton Young People Series productions
  - 6.3. Faculty/staff rates for Tarleton theatrical productions
  - 6.4. Annual pass to the Tarleton swimming pool at the faculty/staff family rate
  - 6.5. Annual membership to the Tarleton Recreation Center at the faculty/staff rate
  - 6.6. Lifetime borrowing privileges from the Dick Smith Library circulation collection
  - 6.7. Two free general admission (non-reserved) tickets to Tarleton regular season home athletic events
  - 6.8. Designated retiree email account by Information Technology Services

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## Contact Office

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