

POLICY ON RECOGNITION OF RETIREMENT

"Laurentian University of Sudbury's policy is to formally recognize employees who retire through the purchase of an appropriate gift by the University and the presentation of this gift at a dinner. A letter signed by the President and vice-president of the employee's division/area acknowledging the employee's service will be forwarded before the function and will include an invitation to a dinner for the employee and her/his spouse/escort. The dinner will be held annually during the month of May. .

NOTE: The definition of a retired employee:

- 1) In accordance with the Laurentian University Retirement Plan or the University Bylaw, number 47, on Retirement Age Employees.
- 2) Early retirement with at least 15 years of service (a minimum of 55 years old).
- 3) An employee who goes on permanent, long-term disability, with at least 15 years of service. (My interpretation of this is that the person would be age 65.)

Procedures for implementation of Policy of Recognition of Employee Retirement

1. Prior to the dinner, the Director, Human Resources, will meet with the employee. He/she will advise the employee of the gifts available. The gift selection will be dependent on (he employee's number of years of service (up to 24, 25 to 34, and more than 35). The employee will be given the opportunity to select her/his gift. In the event that the employee prefers not to make a choice, the gift for her/him will be selected at the discretion of the Director, Human Resources. In the event that the employee declines to accept a gift, the amount equal to the value of the gift will be put into a "Laurentian University Retired Employees Scholarship Fund," or a "Laurentian University Retired Employees Library Gift Fund". Past practice has been giving of the gift at the dinner. Judging by the results of past dinners, we should continue this practice.
2. An invitation to the dinner will be extended to the vice-president of the division/area, and the employee's Department Head and/or Dean.
3. The President, or her /his designate, will make the presentation *of* the gift to the employee at the dinner.
4. In the year of their retirement, employees will receive a special invitation to convocation.
5. Retired employees will receive honourable mention, along with their picture, in the Gazette.
6. Retired employees and their spouses will be invited, annually, to attend a long-term service reception. Appreciation will be expressed (collectively) for their attendance at the reception by the President or her/his designate. Individual personal acknowledgement will be given to employees who retired in the year of the reception and Professors Emeriti or Librarians Emeriti will be given special distribution.
7. All retired employees will continue to receive University publications and be entitled (0 the use of the Library and Physical Education facilities on the same basis as regular employees.
8. Retired employees will be included on the mailing list for University-wide functions and events.