

## RETIREMENT POLICY

St. Mary's College feels that the retirement of an employee should be an occasion for celebration and for recognition of the individual's contributions to the College. Therefore, upon notification of impending retirement by an employee who has provided the College with at least five (5) years service, subject to availability of funds, the College will:

1. Invite the employee to an employee recognition event in December before they actually retire if Human Resources was previously notified. If not, the employee will be invited the same year the employee retires.
2. Present the retiree with a gift; the value of the gift will be determined by the number of years of service: \$10.00 for each year of full-time service with a maximum of \$200.

### DEPARTMENT PARTY FOR RETIREE

Each department may have a party for the retiree and all expenses incurred will be the department's responsibility. Expenses incurred for the event are not reimbursable with College funds.