



# DOANE UNIVERSITY

Emeritus Staff Policy

Approved: 6/21/2024

## **Emeritus Staff:**

The Emeritus Staff designation is reserved for individuals who have retired after a minimum of ten years of consecutive full-time employment, except for leaves consistent with the policies outlined in the Employee Handbook, and who have rendered meritorious service to the University.

Emeriti staff are not eligible to hold office at the University and do not participate in Staff Council and Assembly governance.

## **Granting Emeritus Status:**

The Emeritus designation is granted to those retiring employees in good standing who have made significant contributions to Doane University. There are two purposes for bestowal of Emeritus status. First, it is meant to formally recognize retiring staff members for their longevity and service. Second, it is meant to enable these individuals to remain a part of the Doane University community while continuing to be productive members of the broader community.

Emeritus/a status may be awarded immediately upon retirement from the University.

The process for application for Emeritus/a status is as follows:

1. A recommendation to apply for Emeritus status shall be submitted to the retiring employee's immediate supervisor. A colleague may also submit a recommendation for Emeritus status on behalf of the retiring employee. A letter of recommendation outlining rationale may be included.
2. The immediate supervisor shall review the candidate's record and provide a recommendation for the award (or not) to the Leadership Team Member responsible for the area in which the retiring employee has worked.
3. The Leadership Team member receiving the recommendation for Emeritus status provides a recommendation for the award (or not). It is recognized that with some positions, the immediate supervisor and the Leadership Team member responsible for the area may be one in the same.
4. Human Resources will provide a recommendation for the award (or not).

5. These recommendations shall be communicated to the University President, who in consultation with the Leadership Team, will issue or withhold formal approval.
6. Human Resources will be notified upon formal approval so Emeritus status may be incorporated as a part of the exit process or shortly thereafter.

Failure to receive a positive recommendation in the steps listed above shall not prevent a candidacy from being considered by the University President. However, the recommendations of those who worked most closely with the candidate should be taken into careful consideration by the University President and Leadership Team.

Emeritus status may be considered for employees retiring prior to the inception of this policy provided the retiring employee is interested in said status. In that instance, the process listed above shall be utilized to the extent possible.

Exceptions to the above listed guidelines and process may be considered on a case by case basis provided approval is given by the Leadership Team and President.

### **Benefits of Staff Emeritus Status**

An Emeritus Staff member has access to the following benefits/privileges:

1. Instruction and counseling on financial issues associated with retirement prior to the retirement date.
2. An identification card as an Emeritus Staff member.
3. Listing with other Emeritus Staff on Doane public websites and appropriate printed information.
4. Full staff library privileges.
5. A parking tag for the Crete Residential campus (if applicable).
6. Complimentary use of campus workout facilities pending appropriate documentation and waiver with the business and/or athletic offices.
7. Complimentary admission to all regular season athletic, dramatic, film, musical, and other cultural events of the institution.

The outlined items are privileges, not contractual rights, and are subject to change at the University's discretion. The Emeritus staff member is expected to comply with all institutional guidelines and policies with regard to facilities and equipment. Failure to do so may result in removal of the Emeritus status. Any infractions of policy and guidelines are to be reported to Human Resources.