

FAREWELLS/RETIREMENT POLICY

Whenever an employee leaves the institution for reasons other than retirement, it may be appropriate for a farewell event to be planned by the respective department or office. Since such events are generally not campus wide, the sponsoring department may utilize institutional funds with the following guidelines:

- 1-2 years - \$25 limit
- 3-5 years - \$50 limit
- 6-10 years - \$100 limit
- 11+ years - \$150 limit

This amount would cover treats and a gift (no gift cards or money – these are taxable to the employee and would have to be submitted to Payroll). This restricted budget line is overseen by the Social Committee and sponsoring departments must request funds to underwrite a farewell event.

Employees must complete a pre-expense form prior to purchase and will not exceed the budget amounts listed above.

In the event a long term employee (20+ years) leaves for reasons other than retirement, the respective of the President's Chief Officer or the Office of the President will determine and schedule an appropriate recognition.

Those indicating that they are leaving in May into the summer will be recognized at the end of the semester.

All full-time faculty and staff retirees of Central Christian College of Kansas will be honored annually during a recognition event. Each retiree with 20+ years of service will receive an appreciation gift to be determined by the Social Committee.