



		Policy Section:	Institutional Support
Policy Number:	5521-24 (formerly 5502-02)	Policy Title:	Farewell Reception
Original Effective Date:	5/23/06	Department:	Human Resources
Date Last Revised:	4/1/2011		

Policy Statement:

The University seeks to honor employees for their years of service at Cairn University.

Purpose:

The purpose is to honor retiring employees or those leaving Cairn after a significant number of years of service.

Scope:

Recognition is to be kept within the parameters listed below.

Procedure:

1. Employees retiring or leaving University employment may have a reception according to the guidelines listed below. The reception is coordinated by the department/division where the departing employee currently works.
2. Retiring employees leaving after 25 years of service should be given a University-wide Farewell Reception with a gift from the University calculated at \$20.00 per year served.
 - a. The cost of the reception and gift is charged to the General Expenses budget of the University.
 - b. Administrative members, supervisors, and/or coworkers should present a brief program.
 - c. Additional funds may be collected voluntarily from employees.
3. Employees leaving after serving 5 or more years may have a departmental reception (open house) where the faculty/staff are invited to stop by for refreshments and to express their good wishes and appreciation.
 - a. A gift is not necessary.
 - b. The department will assume responsibility of the cost.
4. A reception for employees leaving having served less than 5 years will be at the discretion of the employee's current supervisor. Such a reception will be a departmental reception.
 - a. Departmental personnel will bear the cost.



President's Cabinet Representative

4/20/2016

Date