



Eastern Kentucky University

Policy and Regulation Library

Human Resources Regulation: 8.2.11HRR

Responsible Office(s): Office of Human Resources

Effective: April 11, 2005

Next Review Date: October 1, 2020

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Staff Emeritus

Statement

Eligible staff members may be recognized for emeritus status for their significant contributions to Eastern Kentucky University through a long and distinguished record of service, dedication, leadership and innovation.

Entities Affected

Staff Emeritus rank is afforded to retired staff members who have provided distinguished service to Eastern Kentucky University and have met the following eligibility criteria:

- Completed a minimum of ten (10) years of employment at Eastern Kentucky University.
- Completed less than ten (10) years of employment at Eastern Kentucky University but due to a serious health condition was forced into a disability retirement, provided that at the normal retirement age would have fulfilled the 10-year requirement.
- Must be eligible to retire under the current provisions of the Teachers Retirement System (TRS) or Kentucky Retirement System (KERS). Employees retiring under the Optional Retirement Plan are also eligible for consideration.
- Must be currently in the process of applying for retirement or currently retired.

Procedures

I. **Nomination Submission**

The nomination for emeritus rank appointment may be initiated by any active Employee as defined in this policy.

Nomination applications shall include the following:

- A completed Staff Emeritus Nomination Form should be submitted to the Office of Human Resources
- Confirmation by the Office of Human Resources that the criteria concerning the time of service and retirement status have been fulfilled. Affirmative nominations will be forwarded to a designated Staff Council representative.
- The Staff Council representative will notify the nominating employee of their responsibility to collect and submit three letters of recommendation from individuals outside the department who are professionally acquainted with the candidate. One of these letters may be from an individual outside the University that can attest to the community service and leadership provided by the staff emeritus nominee.
- Approval by the Unit or Department Head, Dean (if applicable), Chief Human Resources Officer, and the appropriate Vice President.

II. Review, Final Recommendation and Approval

Completed applications will be forwarded to the Employee Recognition Committee for review. The final recommendation will be submitted to the President and the Board of Regents for approval.

III. Recognition Event

Honorees will be invited to an employee recognition event to recognize their Staff Emeritus status.

Definitions

- **Employee:** For the purposes of this policy, an active Employee is any full-time faculty or staff member of Eastern Kentucky University.

Regulation Adoption Review and Approval

Regulation Revised

<u>Date</u>	<u>Entity</u>	<u>Action</u>
09/28/18	Director, Policy & Legal Operations	Editorial Revisions

Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
04/11/05	Board of Regents	Approved