

RETIREMENT RECOGNITION PROGRAM

PURPOSE

The purpose of the Retirement Recognition Program is to recognize full-time regular and part-time regular employees who have at least fifteen (15) years of service at the college and who retire under the provisions of the Kansas Public Employees Retirement System (KPERs). This program is intended to provide a fair and consistent process for expenditure of college funds for retirement recognitions.

GUIDELINES

Funds for the Retirement Recognition Program will be budgeted centrally through Staff Development. The Retirement Recognition Program shall include the following options:

Retirement Gift or Foundation Scholarship:

- A retiree will be given the option to select a commemorative gift from the college OR donate to the JCCC Foundation:
 - Commemorative retirement gifts include 2 choices of a desk clock with a plaque listing your name and years of service to JCCC. Samples of these gifts can be viewed in GEB 274 (Human Resources), or email Staff Development at staffdev.dept@jccc.edu for photos of gift options.
 - In lieu of a gift, Retirees can request that a donation of \$150 be contributed in their name to a JCCC Foundation student scholarship or to a student safety-net program such as MealSHARE, the Food Pantry or the Counseling Center Hardship Grant. Please review the JCCC Foundation website at https://jccc.scholarships.ngwebsolutions.com/scholarx_scholarshipsearch.aspx for a list of active scholarships or contact the JCCC Foundation at 913-469-2716 to discuss other programs you are passionate about.

Retirement Reception Allowance

- Should the retiree choose to have a reception, a maximum of \$250.00 can be spent according to the following guidelines:
 - The retiree's reception must be held on campus or in a college facility. Food, beverages, and table service items (e.g. plates, napkins, silverware, tablecloth) can be purchased from college-provided funds as part of the reception costs. If items are purchased off campus, no reimbursement will be made for sales tax expense.
 - Expenses for table and/or room decorations (e.g. centerpiece, flowers, balloons), printed invitations, and similar items will *not* be reimbursed from college funds. On-campus invitations (e.g. 8 ½ x 11 color flyer) may be requested from Document Services with a minimum lead time of five (5) working days.

No college funds other than those provided by the Staff Development Office may be used for retirement recognition. Expenditures from a departmental General Fund, Adult Supplemental Education Fund, Auxiliary Enterprise Fund, Student Activity Fund, or any other source of college monies are not allowed.

If expenditures by the department for retirement recognition exceed the purchases authorized by these guidelines, the overage must be paid by personal funds collected in the department. Any sales tax costs incurred are not reimbursable and must be paid by personal funds.

PROCEDURE

1. A department wishing to access funds from the Retirement Recognition Program account must submit a written request for such funds to the Staff Development Office. This written request shall provide the name of the retiree, the anticipated date for the retirement recognition, and the contact person for coordinating the request. This request shall include the approval of the division administrator.
2. The Staff Development Office will verify the eligibility of the retiree for the Retirement Recognition Program and will visit with the contact person to review the guidelines and to provide assistance and guidance as necessary.
3. The reception will be planned at the department level within the stated guidelines. Selection of the gift or scholarship fund donation can be coordinated by the department through the Staff Development Office.
4. The department shall be responsible for sending an invitation for the retirement reception to the Office of the President.
5. The department shall submit invoices and/or sales receipts for items purchased for the reception to the Staff Development Office for review.
6. The Staff Development Office will notify the department of any expenses more than those allowed by the guidelines that will require personal payment.
7. The Staff Development Office shall be responsible for processing appropriate payments and/or funds transfer.