

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 gift includes a desk clock with a plaque listing your name and years of service to JCCC. Sample of these gift can be viewed in GEB 262, or email Allison Wilcox at awilco20@jccc.edu for photo of gift option.
- In lieu of a gift, Retirees can request that a donation of \$150 be contributed in their name to support JCCC Foundation Scholarship Fund. The JCCC Foundation scholarship fund supports students with the greatest need.

- **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.

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.

If a retiree chooses either to not select a gift/donation or to not have a retirement reception those funds for that specific purpose are forfeited and cannot be applied to any other part of the retirement recognition program.

PROCEDURE

1. Staff Development is notified of upcoming retirements and those eligible for the retirement recognition are sent an email outlining the details above.
2. A retiree wishing to request the Retirement Recognition Program must submit a written request to the Staff Development Office outlining the type of gift/donation that they wish to receive and if they wish to utilize the retirement reception allowance.
3. The reception will be planned at the department level within the stated guidelines. Selection of the gift or scholarship fund donation will be coordinated through the Staff Development Office.
4. The department shall utilize JCCC Catering for food. Catering will directly bill the Staff Development Office. Any outside purchases (invoices and/or sales receipts for items purchased) must be submitted through Concur for approval.
5. The Staff Development Office will notify the department of any expenses more than those allowed by the guidelines that will require personal payment.