

**ADMINISTRATIVE PROCEDURES**

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| **10.19 Employee Retirement Recognition Functions** | **Revised: January 16, 2020** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [21.01.12](http://policies.tamus.edu/21-01-12.pdf) Purchase of Food and Refreshments.

2. GENERAL

This administrative procedure provides guidance for employee retirement recognition functions for Texas A&M Forest Service (TFS) employees.

3. RESPONSIBILITIES

To help ensure that all retiring TFS employees receive proper recognition from the agency, responsibilities have been assigned as follows:

3.1 Scheduling of retirement function is the responsibility of the employee’s supervisor in coordination with their department head and associate director’s office.

* 1. 3.2 Execution of the retirement function is the responsibility of the employee’s supervisor, unless otherwise directed by the department head.

3.3 Verification of term of service is the responsibility of the Employee Development Department (ED).

3.4 ED has the retirement awards produced for employees with 10-19 years of service. The supervisor coordinates with their department head and associate director’s office to select and purchase awards for employees with 20 or more years of service. Awards costing more than $400 must be approved in advance by the Director.

3.5 The employee’s supervisor coordinates with their department head and associate director’s office to ensure that the standard planning steps, as outlined in the [Employee Retirement Recognition Ceremony Checklist](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/1019%20Retirement%20Recognition%20Ceremony%20Checklist.docx), are properly carried out.

1. FUNDING

4.1 Funding for the retirement function and award is provided by the employee’s associate director from the General Program Support account. Funding is limited to $40 per year of TFS service of the retiree up to a maximum of $1,600.

4.2 These funds may be used for expenses directly related to providing the reception and/or meal for retiring employee, e.g., food, rental of space, decorations, and invitations. The funds may NOT be used for the purchase of alcohol or additional division presentations of any kind. Additional funds may be raised and expended for the event by charging per person fees or accepting contributions.

4.3 Funding for the retirement award is provided by the associate director.

4.4 Employees who have exceptional tenure and contribution to TFS may receive special recognition as determined by the Director.

4.5 Event planners may use the optional [TFS Retirement Events Cost Tracking Worksheet](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Retirement%20Events%20Cost%20Tracking%20Worksheet.xlsx)**.**

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