

Faculty/Staff Retirement/Departure Event Guidelines

It is right and fitting that we have events to mark the retirement and/or departure from Clark of our friends and colleagues. It is, of course, the gathering of colleagues, and the sharing of community, that is the essential and consequential aspect of these events. Embellishing with food and drink provides for a festive occasion, but it is not the food and drink itself that is the key to the success of these events.

In the past, the “provisioning” at retirement events varied considerably, some extremely lavish, others more modest. The fact of this variability has caused some upset and feelings of inequity. We would like to move forward with a shared standard—modest, but sufficient—for provisioning at these events. The focus should be on providing an occasion for us to join in community to recognize and celebrate the past work of a colleague and to wish the individual the very best in the next phase of their lives. The following policy should be used from this point forward.

Overview

The University may pay for or reimburse costs for refreshments associated with certain employee appreciation activities, including a gathering to honor a departing employee who is retiring or who is separating from employment after several years of University service. The following guidelines shall be followed, unless an explicit exception has been granted by the President, Provost, or Executive Vice President:

General Guidelines

For retiring employees with long-term service to Clark, campus-wide invitations to all faculty and staff may be appropriate. For others, it is more appropriate that those departments and units that work closely with the employee are invited, rather than the entire campus.

While light refreshments are often served, meals should not be. Menu selection should be reasonable and moderate, rather than lavish.

Serving alcohol is discouraged—particularly before 4:30 pm on a workday. Beer and wine may be served for long-serving faculty retirements and for staff with at least 15 years of service.

Spending Amounts

Faculty and staff with 15 or more years of service: generally up to \$800; up to \$1,000 for very large gatherings

Faculty and staff with less than 15 years of service: generally up to \$500; up to \$700 for very large gatherings

For employees with less than 3 years of service, a small gathering within the department with only nominal refreshments is more appropriate.

Departments that have endowed funds or restricted gifts may not augment these spending limits, even with restricted funds.

University funds, whether restricted or unrestricted, may not be used for occasions such as employee birthdays, weddings, anniversaries, or other celebrations of a personal nature, which should be funded either by faculty/staff contributions or by a potluck meal.