



### Support for Retired Staff Affiliate

**Process:** Initiated by the staff member's department head/chair. Staff member must have a minimum of 10 years of meritorious service at Clark and be 55 years of age or older to be considered. Arrangements are made in consultation with the Director of Human Resources. A signed "Request for Staff Affiliate Status" form and a proposed job description is sent to the Office of Human Resources. If everything is in order, Human Resources will forward a formal recommendation to the President for approval. If approved, a letter generated by the President's Office, notifying approval, is sent to the staff member with a copy to HR and the staff member's department head/chair.

**Term:** Up to three years. May be renewed as long as the service is still desired by the sponsoring department. New application must be submitted and approved.

**Email and Access to Electronic Resources:** Will retain their Clark email address and their Clark Account (Clark Account provides access to electronic resources at Clark). Once *Retired-Staff Affiliate* appointment expires, email and Clark account privileges revert to those offered to *Retired – Honorary Staff Member*.

**Standard IT support:** Can keep their equipment/software and receive standard level of IT support for the duration of their *Honorary Staff Member* appointment. When/if their equipment/software needs updating, ITS will facilitate the request, but the sponsoring department agrees (by sign off on the original form) to fund it. Once the *Retired – Staff Affiliate* appointment expires, all Clark-purchase equipment and software must be returned – even those purchased on grants. ITS will help transition *Honorary Staff Member* to personally owned computers if requested.

**Space:** May be provided if required to carry out the responsibilities of the position and available. Priority will be given to staff who are not retired. Must be approved, in writing, by respective VP.