



Guidelines for Recognizing Retiring University Employees

East Stroudsburg University supports the recognition of retiring regular faculty and staff who have dedicated their careers to the mission and vision of the university. The following guidelines are provided as a supplement to the University's Expenditure of Public Funds Policy, Policy # ESU-FA-2011-029, and in accordance with Pennsylvania State System of Higher Education (PASSHE) Procedure/Standard Number 2011-07: Expenditures of Public Funds Guidelines, Standards, and Limits.

Eligibility

Eligibility for retirement recognition is limited to regular employees who have not previously received retirement recognition by the university in the past 10 years. The employee, as validated by the Office of Human Resources, must be: (a) at least 50 years of age and have been employed at East Stroudsburg University for a minimum of 10 years, or (b) who are at least 65 years of age and have been employed by ESU for a least 5 consecutive years.

Awards/Recognition

- All gifts or recognition must be approved in advance of purchase by the President, Provost, Vice President or Dean of the retiring employee and eligibility verified by Human Resources.
- The total amount of all gifts, awards, celebrations and recognition may not exceed \$125.00 from the university, its affiliates or any organization doing business with the university or its affiliates (dining service, credit union, etc.)



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- Any celebration or recognition in which university funds are utilized for part or all of the expenditures must be announced to the campus community and open to all current faculty and staff.
- The hosting entity must be in the same department or division of the retiring employee.
- Internal or external services may be utilized, such as outside catering.
- Expenses associated with retirement events may be charged to Educational and General or Auxiliary funds, but may not be charged to sponsored, grant or restricted funds.
- Faculty and staff are only eligible for one retirement recognition using University resources.
- Funding for employee recognition is to be charged to the retiring employees department (or division).