

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Recognition of Employees upon Retirement

SRSU Policy ID: APM 5.07

Policy Reviewed by: Vice President for Finance and Operations

Approval Authority: Executive Cabinet

Approval Date: February 24, 2026

Next Review Date: February 2031

Purpose:

Sul Ross State University is committed to maintaining relationships with retired faculty and staff. It is appropriate for the University to Maintain and encourage relationships with retirees as they constitute a vital part of the University community. This policy documents the automatic and optional benefits and honors to be made available to retiring faculty and staff.

Eligibility for Benefits:

Individuals eligible for the benefits described in this policy are defined as employees who have retired from faculty or staff positions at Sul Ross State University.

Benefits:

- A. Historical Record - A record book to be located in the University Archives will be maintained on all University employees who retire or who die while employed at the University. The type of information included will vary with length of service to the University. Special recognition for longevity or exceptional contribution will be given. Recognition will be based on the following:

<u>Years of Service</u>	<u>Type of Recognition</u>
5 - 9	Biographical sketch and picture included in archival records, Departmental reception
10 - 19	Biographical sketch and picture included in archival records (framed copy for employee and department), President's reception
20 - 29	Biographical sketch and picture included in archival records (framed copy for employee and department), President's reception, Presidential resolution of appreciation (framed copy for employee)
30 and over	Biographical sketch and picture included in archival records (framed copy for employee and department), President's reception, Framed picture and presidential resolution of appreciation to hang in place of honor for public viewing (employee receives framed copy, also)

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Presidential and Board of Regents resolutions of appreciation may be presented for exceptional contributions regardless of the years of service. Board of Regents resolutions are determined by the President and Faculty Assembly and submitted to the Board of Regents for final approval. Framed copies of each are provided to the employee.

Framed certificate and framed resolution given to the employee regardless of years of service. A reception honoring employees are held in the spring of each year.

- B. University Identification Card - All retired faculty and staff members shall be issued an identification card denoting their previous rank and the designation "retired." In the case of holders of an emeritus title, the identification card shall denote the applicable emeritus title.
- C. Library Privileges – All retirees are eligible for the library privileges when:
 - 1. The retiree presents their University issued identification card to use physical Library and Archives services, or
 - 2. All retired faculty and staff using electronic Library and Archives services while off campus must retain their sulross.edu email account. Retirees must have an active LoboID and password to authenticate and continue to utilize services away from campus.
- D. University Email - All retirees will retain their sulross.edu email account. This account is retained until the email has no activity for a period of six months. Email account access will be terminated if the account content does not meet University communication standards.
- E. Parking Permit - Retirees will be issued one University Parking Permit per fiscal year at no cost. Any additional permits must be purchased through the Cashiers Office.
- F. Health Insurance – Retirees may be eligible to continue group health insurance coverage. Eligibility information is available through Human Resources.
- G. Athletic and Cultural Events – All retirees are eligible for the same access to University sponsored athletic and cultural events as active faculty and staff. Any additional tickets for friends or family members must be purchased according to event specifications.
- H. Recreational Sports Center – Retirees can purchase a community membership through the Cashiers Office to the University Recreational Sports Center located in Graves-Pierce Gym.
- I. Discount Purchase Program – Retirees have access to the Beneplace Discount Purchase

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Program administered through the Employee Retirement System of Texas. Offers and discount codes can be found at <https://ers.texas.gov/Discount-Purchase-Program>.