

# NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 11

**TITLE:** Classified Staff Emeritus

**EFFECTIVE DATE:** March 3, 2005

**DATE REVISED:** August, 2008

## 1. PURPOSE

Emeritus(a) designated honorary status for retired classified staff.

## 2. SCOPE AND APPLICABILITY

This award is reserved for retired, full time classified staff at New River Community and Technical College that has provided meritorious service.

## 3. DEFINITIONS

Emeritus Status Eligibility – Eligibility for consideration for the Emeritus Program of the College is determined by the following criteria and guidelines.

- a. The retired classified staff member must have completed a minimum of 20 years of service to New River, Bluefield State College or Glenville State College, as defined by the Human Resource Director.
- b. The staff member must have retired from active service according to the provisions of a retirement system approved by the West Virginia Council for Community and Technical College Education, inclusive of an early severance plan.
- c. The Classified Staff Council may recommend waiving the criteria relating to years of service for any retiring staff member who, in the Council's collective judgment, warrants special consideration.

## 4. PROCEDURES

Classified staff at New River who is eligible for Emeritus Status may be nominated by the college community for consideration. The candidates will be reviewed by the Classified Staff Council who will forward the names of the selected nominees to the President for approval. The President may then confer Emeritus status on those deemed worthy of this honor.

A retired staff member approved by the President for the title of Classified Staff Emeritus is entitled to the following rights and privileges:

- a. To have staff access to the library, bookstore, student center and recreational facilities;
- b. To receive a parking permit for one vehicle free of charge;
- c. To receive a College I.D. Card;
- d. To attend Classified Staff Council meetings as a non-voting member;
- e. To be on the College mailing list;
- f. To participate in graduation ceremonies, if applicable;
- g. To receive a suitable citation;
- h. To be listed in College publications as Staff Emeritus; and
- i. To receive all additional privileges this may accrue to those enjoying this honor.

**5. RELATED RULES/POLICIES/PROCEDURES:** OR-3

**6. RESPONSIBLE OFFICE:** President