

TIDEWATER COMMUNITY COLLEGE
POLICY ON CLASSIFIED STAFF EMERITUS APPOINTMENTS

Purpose

This policy addresses the appointment of retired classified employees of the college to the status of Classified Staff Emeritus and the rights and privileges accompanying such appointments. It complies with applicable policies of the Commonwealth of Virginia Department of Human Resources Management as delineated in Policy No. 1.20 of the *Human Resources Policy Manual*.

Policy

Tidewater Community College recognizes that classified staff employees perform exemplary service over the course of their careers. Such service is generally rewarded through awards and other methods of recognition. In those cases where the individual's service and contributions to the college have been particularly meritorious and significant, upon retirement, a classified staff member shall be eligible for appointment to classified staff emeritus status.

The college president shall establish a procedure for selecting retired employees of the college who held classified staff positions, with a minimum of ten years of service in the Virginia Community College System, and who have made meritorious and significant contributions to the college for nomination to the Tidewater Community College Board for appointment as classified staff emeritus. The number of nominations to be recommended in any given year shall not exceed two percent of the number of full-time employees holding staff positions as of October 31 or one person per campus, whichever is larger.

The following rights and privileges shall accompany such appointments.

1. Listing in the faculty and staff section of the *Tidewater Community College Catalog*, with identification as classified staff emeritus.
2. Full use of the facilities of the college's learning resources centers.
3. Faculty/staff parking privileges.
4. College ID card.
5. A standing invitation to attend special events, concerts, presentations, or lectures sponsored by the college, as well as to participate in college intramural and recreational programs.
6. The faculty/staff discount at the college bookstores.
7. A college e-mail account.

Classified staff emeriti shall be officially so named at the college awards program in the year of their approval by the president and the Tidewater Community College

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Board. They shall be recognized with a specially designed college plaque acknowledging their emeritus status.

Implementation

The Vice President for Administration shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

Authorization: President DiCroce

Date: September 30, 2004

Effective Date: Immediately

TIDEWATER COMMUNITY COLLEGE
PROCEDURES FOR NOMINATION AND APPOINTMENT TO
CLASSIFIED STAFF EMERITUS STATUS

The following procedures apply for the nomination of individuals who retire from Tidewater Community College for appointment to classified staff emeritus status.

Eligibility Requirements

In accordance with the applicable policies of the Commonwealth of Virginia and Tidewater Community College (TCC), the following criteria must be met at the time of retirement from service with TCC to be eligible for appointment to the status of classified staff emeritus.

- a. The individual must be (or have been) a full-time classified employee.
- b. The individual must have a minimum of ten years of service in the Virginia Community College System.
- c. The individual must have made meritorious and significant contributions to Tidewater Community College.

Procedures

1. At the beginning of each Fall semester, the Vice President for Administration shall issue a call for nominations for the status of classified staff emeritus with the deadline for such nominations being October 1st.
2. Retired/retiring classified staff members meeting the eligibility requirements may be nominated by themselves or by other members of the college community, using the attached nomination form which shall be submitted to the appropriate supervising administrator by October 1st. For the purpose of this process, individuals shall be considered eligible if they have submitted their notice of intent to retire within the current fiscal year, i.e., retire by June 30th of the following calendar year. (If other than the nominee, the person submitting the nomination shall obtain the nominee's acknowledgment that he/she is being nominated for classified staff emeritus status before submitting the form.)
3. The supervising administrator shall evaluate the nomination and make a recommendation to the appropriate campus provost or other supervising member of the President's Executive Staff by October 15th.
4. The appropriate campus provost or other supervising member of the President's Executive Staff shall evaluate the nomination and forward the nomination form with a recommendation to the Director of Human Resources no later than November 1st.

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5. The president shall appoint an ad hoc committee of five to seven persons (representing a cross-section of the college's various support areas, campuses, and District Administration) no later than November 1st of each year to review nominations for appointment to the status of classified staff emeritus.
6. The ad hoc committee shall elect a chair (from its members).
7. The Director of Human Resources shall verify the eligibility of each nominee and submit the nominations to the chair of the ad hoc committee by November 15th.
8. An individual whose nomination is evaluated unfavorably by Human Resources or the supervising administrator shall be so advised and have the right to appeal that recommendation directly to the respective campus provost or other supervising member of the President's Executive Staff.
9. The ad hoc committee shall consider the nominations and, through the chair, submit its recommendation on nominations to the college president no later than December 15th.
10. The president, after reviewing the ad hoc committee chair's report, shall recommend nominations for approval to the Tidewater Community College Board at its January meeting each year. In accordance with the college's relevant policy, the number of nominations to be recommended during any given year shall not exceed two percent of the full-time employees holding classified staff positions as of October 31st or one person per campus and district administration, whichever is greater.

Authorization: President DiCroce

Date: September 30, 2004

Effective Date: Immediately

**Tidewater Community College
Nomination for the Status of Classified Staff Emeritus**

Part A: Nomination (Completed by the member of the college community making the nomination. Attach a complete résumé of the nominee's activities.)		
Nominee's Name:		
Role Title:	Years of full-time VCCS employment:	
Campus:	Department:	
Areas of college service during career:		
Examples of service contributions:		
Examples of professional development activities:		
Examples of community service activities:		
Nominated by:		
Name	Signature & Date	
Part B: Nominee's Acknowledgment		
Nominee's Name	Signature & Date	
Part C: Review and Comment		
Supervising Administrator:		
		Signature & Date
Executive Staff Member:		
		Signature & Date
Director of Human Resources:	<input type="checkbox"/> Eligible for emeritus status.	
	<input type="checkbox"/> Not eligible for emeritus status for the following reason:	
Ad Hoc Committee:		
		Chair's Signature & Date
President:		
		Signature & Date