



## **427 POLICY – Emeritus**

### **427.1 Statement of Policy**

In recognition of service to Redlands Community College, the College will grant retiring full-time employees, an honorary title corresponding to the title held immediately before retirement, which shall be known as “emeritus”.

### **427.2 Criteria**

The Procedures section of the Policies and Procedures Manual contains a procedure related to this policy, with general guidelines and information on identification to Emeritus status.

Adopted September 2015



## **427 PROCEDURE – Emeritus**

### **427.2:1 Eligibility Requirements**

Redlands Community College identifies the following requirements for a retired full-time employee to be eligible for emeritus designation:

- A. Demonstrated satisfactory performance;
- B. No adverse employment actions currently on file and no significant disciplinary history during the five years preceding retirement;
- C. Fulfilled all other terms and conditions of employment;
- D. At least twenty years of full-time service to Redlands Community College;
- E. Retire from Redlands Community College as an active employee.
- F. The President of the College is not eligible for Emeritus designation under this Policy.

### **427.2:2 Procedures for Consideration**

- A. Retiring individuals must submit an application to Human Resources requesting consideration within 12 months from the date of their retirement from employment at Redlands Community College.
- B. Upon verifying eligibility, the Director for Human Resources will automatically recommend eligible employees to the President of the College.
- C. The President will act upon the recommendations on a semi-annual basis, typically during the months of June and December.

### **427.2:3 Prior Employees Requesting Emeritus Designation**

Eligible employees who retired before the adoption of this policy may request emeritus designation by following the procedure outlined in 427.2:2 above.

### **427.2:4 Exceptions**

Exceptions to this policy may be granted to the President upon written request of the individual.

### **427.2:5 Privileges**

- A. Emeriti will receive a printed resolution of the President’s action granting the emeritus designation.
- B. Emeritus designation does not confer any additional rights, privileges, remuneration, or other benefit beyond those set forth of this policy.

Adopted September 2015