

Emeritus Policy for Staff*¹

SUNY Polytechnic Institute's Emeritus Policy for staff offers a variety of resources and connections for those retiring from SUNY Service and, as one of our most valuable resources and friends, it is the hope that staff will continue to be involved with the life of our campus community.

The purpose of this policy is to assist with maintaining community engagement with staff who retired from SUNY Polytechnic Institute. This policy provides the process and sets forth certain privileges available for professional, management confidential and classified staff retiring from SUNY Poly in good standing. Specific procedures for requesting emeritus status and the associated discretionary privileges related to such status are provided below.

Definitions:

Retiree Eligibility - A SUNY Poly professional, management confidential, and classified staff member retiree shall be eligible for SUNY Poly Emeritus Privileges if the Employee:

- is retiring in good standing with SUNY Poly; and
- has made significant contributions to SUNY Poly; and
- has reached 55 years of age; and
- has at least ten years of service at SUNY Poly

Employees

The determination of good standing shall be at the sole discretion of management.

Emeritus Status: • Those who retire from SUNY Poly and meet the eligibility criteria may request, in writing, emeritus status pursuant to this Policy. Upon review and if approved by the President or designee, the designation of "Emeritus" or "Emerita" shall be appended to the title of the retiree's post after the time of retirement. • Eligibility and requests for emeritus status will be reviewed by the President or designee upon receipt of the employee's letter of intent to retire and the employee's written request for emeritus status. A new request must be completed for approval every five (5) years prior to the start of each academic year.

Retirees who left employment before this policy was developed may apply.

Policy Date: September 2022

^{1*} This is a discretionary policy that is being implemented by SUNY Poly's management for the purposes stated herein. SUNY Poly management reserves the right to continue or discontinue this policy and any rights or privileges provided under this policy in its sole discretion. Should the policy be discontinued for any reason, notice shall be provided to the College community and any individuals previously granted privileges provided by this policy. SUNY Poly management reserves the right to determine if an individual is ineligible for the Emeritus status and may in its sole discretion revoke such status after it is granted upon any reason SUNY Poly management determines is sufficient for revocation. Upon revocation an individual receiving benefits from this policy shall cooperate with the termination of benefits, including returning SUNY Poly ID cards or other property and ceasing to use the SUNY Poly Emeritus title.

Emeritus Status Request Form

Employee Name: _____

Department/Office & Title: _____

Date of Retirement: _____

Letter Of Request (Use fillable section below or attach letter to the President explaining reason and privileges requested).
The letter of request or fillable form will be submitted to the Benefits Administrator.

FILLABLE

Emeritus Use of SUNY Poly Resources

Privileges Associated with Emeritus Status (check all that apply to your request):

- Continued use of SUNY Poly ID card, or with a SUNY Poly Retired Emeritus Professional Staff ID card
- If space is available, and if feasible, fitness facilities use under the same conditions given to regular employees
- If space is available, campus parking permit under the same conditions given to regular employees
- If resources available, continued use of SUNY POLY e-mail address
- If space available, access to campus public computing locations/on-campus network access
- Access to SUNY POLY Library
- Access to all facilities that are free to regular employees
- Participation in wellness and technology workshops as well as other staff development workshops on a space available basis
- Entry to SUNY Poly athletic and events at the same discounts as regular employees

I agree to comply with all College rules and policies, all SUNY rules and policies, all federal laws and regulations, all state laws and regulations, and all license agreements associated with indicated resources.

Emeritus status shall or may be terminated 1) at the written request of an emeritus staff member, 2) upon the death of the emeritus staff member, 3) by the failure of the emeritus staff member to abide by all applicable Federal, State, SUNY, and SUNY Poly policies, rules, regulations, and laws, 4) the termination of this Policy by the College; and 5) in management's sole discretion.

Employee Signature _____ Date: _____

President or President's Designee Decision (Circle one): Approve Deny

President or President's Designee Signature: _____

Date: _____

CC: Supervisor
Vice President
Official Personnel File
Benefits Administrator
Other members of the supervisory chain