

STAFF SENATE RESOLUTION 004

**A RESOLUTION TO CREATE GUIDANCE FOR DEPARTURE EVENTS WHEN AN EMPLOYEE
RETIRES/RESIGNS FROM THE UNIVERSITY**

1 **WHEREAS,** Currently when an employee retires or resigns from the university. A
2 department has no documented guidance to ensure equal treatment of a
3 departure event and;

4 **WHEREAS,** departments are not required to provide a departure event for
5 employees that retires/resigns but if departments intend to host, to
6 recognize an employee's service to the university, there should be an
7 equitable, consistent process and;

8 **WHEREAS,** when a university administrator retires or resigns from the university a
9 departure event is held, while other individuals are excluded and;

10 **WHEREAS,** Staff Senate is responsible to ensure all employees are afforded a gesture
11 of appreciation for their service; now, therefore, be it

12 **RESOLVED,** That Staff Senate calls upon the administration in each division and the
13 chancellor of the university to establish guidance to ensure equal
14 treatment of departure events across the university and; be it further

15 **RESOLVED,** Staff Senate is not calling for these events to be discontinued but for the
16 senior administration to provide guidance for all divisions.

17 **Section 2,** This act shall be effective immediately.


Timothy L. Sampson
Staff Senate Chair

1/22/2024
Date


Kristie Hunt
Staff Senate 2nd Vice-Chair

1/22/24
Date