

## CAMPUS SERVICES

### RETIREMENT FAREWELL EVENT POLICY

To be consistent and equitable, it is important that all Campus Services departments adhere to this policy when planning retirement events for an employee who is leaving College employment. These are the options based upon years of service:

<b>Years of service*</b>	<b>Activity</b>
1 to 9	Takeout/delivered lunch for the employee's group/immediate co-workers (Panera / Blue Sparrow Kitchen / Ramunto's or equivalent)
10 to 19	Takeout/delivered lunch for the employee's group/immediate co-workers (Panera / Blue Sparrow Kitchen / Ramunto's or equivalent) <b>or</b>
	Gathering with appetizers. @\$20/pp up to \$1,500
20+	Takeout/delivered lunch for the employee's group/immediate co-workers (Panera / Blue Sparrow Kitchen / Ramunto's or equivalent) <b>or</b>
	Gathering with appetizers or catered event. Food/beverage budget of @\$35/pp up to \$3,500, to be approved by fiscal officer

Admin HR will notify the appropriate personnel when they receive a retirement letter. Supervisors should speak directly with the employee to determine if they are interested in any sort of event, and if so, what they would prefer.

Alcohol will not be provided.

This policy applies only to employees who are retiring or leaving in good standing from Dartmouth employment and does not apply to employees relocating to different departments/divisions. Supervisors wishing to celebrate an employee who is leaving for a different reason may do so with a takeout/delivered lunch which comes completely out of their department budget.

This policy is subject to change.

\*If you come back within a year, you maintain your years of service.

Reference document: DEI website/posters