



Retirement Reception Checklist

Done	Task	Responsibility
<input type="checkbox"/>	Notify HR of upcoming Retirement	Department Head or Designees
<input type="checkbox"/>	HR to obtain retirement gift & flowers	HR
<input type="checkbox"/>	Reserve Room (Suggested start time 2:00 - 2:30 PM)	Department Head or Designees
<input type="checkbox"/>	Inform Facilities of setup if needed	Department Head or Designees
<input type="checkbox"/>	Decide on refreshments & goods needed	Department Head or Designees
<input type="checkbox"/>	Ask for volunteers w/ purchasing, set-up, serving and clean-up	Department Head or Designees
<input type="checkbox"/>	Create or purchase card	Department Head or Designees
<input type="checkbox"/>	Send email announcement of event including where card will be for signature	Department Head or Designees
<input type="checkbox"/>	Establish program (about 20 minutes) (see below for format)	Department Head or Designees

Host: Supervisor

Speakers: Dr. Charles R. Mojock - Present gift & flowers from LSSC & HR, VP of area,
Colleagues

Response: Honoree

All expenses other than the cost of the gift from the college and flowers will be the responsibility of the department sponsoring the reception.

LSSC Retirement Gift Guidelines **Effective September 1, 2007**

LSSC full-time employees retiring* with a minimum of five years of service from the College will receive a retirement gift from the College in appreciation for their years of LSSC service. The minimum value of a retirement gift for five years of LSSC service will be \$40. Beyond 5 years of LSSC service the gift's value will be based upon the number of LSSC service years over 5 years multiplied by \$5.00.

Example: an employee with 10 LSSC years would receive a retirement gift valued at \$65 [$\$40+(\$5 \times 5)$]; an employee with 15 years upon retiring would receive a gift valued at \$90 [$\$40+(\$5 \times 10)$]; an employee with 22 years would be \$125 [$\$40+(\$5 \times 17)$]; 30 years would be \$165 [$\$40+(\$5 \times 25)$]. Retirement gifts are paid through the President's account.

The gift should be a keepsake, typically with an engraved commemorative plaque. Traditional retirement gifts such as clocks, desk sets, etc. can be purchased at Things Remembered retailer. The gift may be more personalized to the individual at the discretion of the supervisor and Vice President. The supervisor of the retiring employee notifies Human Resources to determine the nature of the gift and the appropriate cost.

If the retirement keepsake will be a traditional keepsake from a retailer such as "Things Remembered", then Human Resources will acquire the keepsake. If the retirement item is to be a more personalized keepsake or gift, then the supervisor of the retiree will acquire the item AND, if appropriate, request HR to acquire the engraved plaque to accompany the item. The supervisor will submit to HR the receipt for the personalized retirement gift/keepsake. HR will process the accounting paperwork, i.e. Direct Payment or Credit Card Monthly Expenditure Report for the item and the engraved plaque.

*Retirement is defined as leaving the employment of LSSC and seeking or engaging in new personal life opportunities with or without exercising retirement benefits. Questions or concerns should be directed to Human Resources.

Approved by the President's Cabinet on August 28, 2007.