

UIC Human Resource Department Guidelines and Procedures

MANUAL Human Resources Department Guideline	SECTION Retirement Recognition	PAGE 1 of 1
SUBJECT Retirement Recognition Awards	EFFECTIVE 2/28/11	REVISED
ISSUED BY	APPROVED BY	

PURPOSE

UIC strives to provide an environment that recognizes employees in a positive manner. Retirement recognition demonstrates an appreciation of UIC employees’ service and loyalty.

SOURCES AND BACKGROUND

UIC Human Resources

APPLICABILITY

UIC employees including University Administration employees retiring from the UIC campus are invited to the retirement recognition luncheon and ceremony. Employees are eligible for the luncheon if they retired for the first time, during the previous academic year, August 16- August 15. Employees not eligible for retirement recognition are employees who have previously retired and were subsequently rehired (retiring “again”/TR), retired in a previous academic year and were unable to attend. The intention of the recognition luncheon is to honor employees for their service and acknowledge their retirement. If an employee is unable to attend the luncheon their Retirement Certificate will be sent to them via US mail. Employees planning to retire from UIC are responsible for the accuracy of the information in their NESSIE record, including their home address and phone number. Failure to update NESSIE may cause an employee certificate and/or their electronic invitation to be undeliverable.

POLICY

The Retirement Recognition Luncheon and Ceremony acknowledges employees who retire from UIC during the previous academic year. Employees must update their NESSIE information in order to ensure that they receive the electronic invitation and/or their mailed retirement certificate. Gifts are distributed to retirees only at the Retirement Recognition Luncheon and ceremony. Certificates will be mailed to retirees unable to attend. Retirees must attend the luncheon that corresponds to their retirement period.

PROCEDURES

RESPONSIBILITY

1. Human Resources, Department of Special Programs
2. Department/Unit Head
3. Human Resources, Department of Special Programs

ACTION

- Sends information to the appropriate departments and units indicating employee's marked as retired in BANNER for the period August 16-August 15.
- Reviews information for accuracy, notes additional retirees and returns to Human Resources, Department of Special Programs.
- Prepares retirement certificates. Arranges for employees to be recognized and to receive their retirement gift at the Recognition Ceremony.