



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 52.66: Retirement: Faculty And Staff

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	Administration and Finance
Responsible Office:	Human Resources
Next Scheduled Review:	06/01/2022

A. Purpose

This policy establishes criteria for granting privileges and presenting awards to faculty and staff upon their retirement from Midwestern State University.

B. Retirement Age

No mandatory retirement age exists (TX Labor Code 21.102).

C. Eligibility Criteria

1. To receive permanent identification cards and retirement service awards, retiring faculty and staff must (a) retire while employed by MSU and (b) have accumulated a minimum of ten (10) years of full-time, benefit-eligible service to MSU.
2. Calculations of years of service will be based upon retirees' total number of years of service to MSU, whether service was rendered continuously or intermittently.
3. Years of service at other state institutions or agencies cannot be counted toward service to Midwestern State.
4. Employees who have completed a minimum of six months service during their final year of employment at MSU will receive credit for the full year. (For example, an employee retiring with 19 years and seven months of total service to MSU would qualify as a 20-year retiree.)

D. Retiree Privileges

In recognition of their service to the university, faculty and staff who meet the above prerequisites will receive permanent identification cards. These cards will allow access to the MSU library and admission to university events, including all regular season athletic events.

E. Retirement Service Awards

Awards will be made as follows:

10 - 19 Years	Wall Plaque
20 - 29 Years	Wall Plaque & Watch
30 or more Years	Wall Plaque, Watch & \$500 Cash Award.

The Department of Human Resources is responsible for determining the eligibility of retiring employees and for ordering the appropriate awards.

F. Presentation of Awards

Retirement service awards will be presented by the Human Resources Department.

G. Retirement Receptions

Receptions for individual retirees are optional. When receptions are held, they are the sole responsibility of the departments or programs from which employees are retiring.

Responsible Office

Contact:

Phone:

Email:

Revision History

02/12/2010: MSU Policy 3.327 (Retirement: Faculty and Staff is adopted by the MSU Board of Regents as MSU Policy and Procedure 3.327)