



# Minot State University

## Policy Manual

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### **Staff Emeritus Guidelines and Benefits**

Source: MSU Staff Senate

Staff members who retire from employment at Minot State University are eligible for emeritus status if they are 55 years of age or older and have served Minot State University for a minimum of 10 full time years (or the part-time equivalent of 10 full years).

### **Procedure**

1. MSU employees may nominate a candidate for emeritus status by forwarding a support letter to the employee's former supervisor.
2. The candidate's supervisor makes a recommendation to the appropriate vice president. If the vice president concurs with the recommendation, it is forwarded to the Minot State University president. The president makes the final decision.
3. The title "Staff Emeritus" is conferred by the president.

### **Benefits of Emeritus Status**

- ❑ Special emeritus ID card.
- ❑ Special parking permit for use when on campus.
- ❑ Free admission to athletic contests, unless prohibited by regulations (such as playoffs or tournaments), with presentation of emeritus ID card.
- ❑ Employee privileges at the swimming pool with presentation of emeritus ID card.
- ❑ Free admission to theatre productions, unless special circumstances (such as Campus Players fundraiser) with presentation of emeritus ID card.
- ❑ Admission to Summer Theatre under the current faculty and staff admission cost.
- ❑ Employee privileges at music events with presentation of emeritus ID card.
- ❑ Employee privileges at the library with presentation of emeritus ID card.
- ❑ Employee privileges at the Wellness Center to purchase memberships with presentation of emeritus ID card.
- ❑ Employee privileges at the bookstore with presentation of emeritus ID card.
- ❑ Maintain MSU email account
- ❑ Invitation to the Employee Appreciation Event
- ❑ Invitation to the President's holiday party

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