



April 24, 2012

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 12-04

TO: University Administrators and Chancellors

FROM: Linda K. Johnsrud *L. Johnsrud*
Executive Vice President for Academic Affairs/Provost

SUBJECT: NEW ADMINISTRATIVE PROCEDURE A9.180 SERVICE AND
RETIREMENT AWARDS

Transmitted herewith is the new Administrative Procedure A9.180 Service and Retirement Awards.

The purpose of this procedure is to establish guidelines to administer a service and retirement awards program to recognize the dedicated service of our employees. In the past, the University has relied on procedures established in 1984 by the State Department of Human Resources Development, updated via occasional memoranda, and procedures established by Executive Memorandum dated February 12, 1999, Service and Retirement Recognition Awards. The new Administrative Procedure consolidates all pieces of information into a single source of clear guidelines and current information that is consistent with the practices of the State Executive Branch. AP A9.180 provides guidelines for campuses and programs, delineates criteria including the intervals of service and retirement awards, defines what constitutes creditable service for an award and identifies cost limitations for the purchase of mementos and covered expenses.

Please call the Office of Human Resources at 956-8643 should you have any questions on this procedure.

Attachment