



Staff Emeritus Recognition

Effective July 1, 2016, the Staff Senate and the Department of Human Resources of ECU may recognize emeritus status for permanent status retired staff members; who have made significant contributions to ECU through a long and distinguished record of service, dedication, leadership, and innovation. A recommendation for Emeritus status may be initiated by any current employee of ECU, with reviews by the ECU Staff Senate, and approved by the Chancellor, Divisional Vice-Chancellor or Athletic Director, and Associate Vice Chancellor for Human Resources.

Criteria

Members, or former members of ECU staff, may qualify for Emeritus status upon meeting all the following criteria:

- Retirement from ECU, with a minimum 10 years full-time or part-time permanent service at ECU, in either of the following classifications at the time of retirement: SHRA, CSS, EHRA Non-faculty or SAAO.
- Years of service will be captured following the OSHR current policy on accumulated service.
- Distinguished and meritorious service as documented in the Staff Emeritus Nomination Form, Personnel File, and Performance Record. Additionally, employees should not have any active disciplinary actions or active written warnings for unsatisfactory job performance or unacceptable personal conduct within the past 8 years prior to retirement date.
- Nomination by another member of the ECU staff, faculty, student population, or administration.
- Approval of the nomination by the Associate Vice-Chancellor of Human Resources, Divisional Vice-Chancellor or Athletic Director, and the Chancellor.
- Retirement date is within a maximum of 3 years prior to nomination date.
- Nominations may be made prior to employee's retirement date.

Selection Procedures and Guidelines

A staff member is considered for Emeritus status when:

- Nomination packets, including the nomination form, along with the letter of nomination, and an additional letter of support (e.g.: from supervisor); must be sent electronically by 5:00 p.m. on November 30th each calendar year.
- Department of Human Resources notifies employee of nomination and requests acceptance/denial of nomination.
- The Staff Senate Human Resource Committee screens all nominations for required materials and submits to the Department of Human Resources.
- Department of Human Resources verifies employee's eligibility including retirement status and dates, years of permanent service, and any significant, and/or ongoing disciplinary actions during time of employment and notifies the Staff Senate Human Resource Committee.
- All materials are submitted for review to a sub-committee consisting of the appropriate divisional Vice Chancellor or Athletic Director.
- After confirmation of the nominee for eligibility, the Associate Vice Chancellor for Human Resources and Staff Senate Chair approves or denies recommendation and notifies the appropriate sub-committee
- The sub-committee informs the Chancellor of their recommendation.
- The Chancellor approves or denies the recommendation. The decision of the Chancellor is the final decision.
- The Staff Senate Human Resource Committee notifies the nominee of the approved recommendation or informs the individual that Emeritus status will not be recommended.
- All information relating to the nomination, screening, and recommendation process shall be considered part of the nominee's personnel file and shall be treated as such in accordance with applicable law and University policies.

Benefits

Emeritus Staff will receive the same benefits as any retiree of ECU including:

- An ECU identification card and access pass with the same access to campus and use of basic facilities as regular staff
- An ECU email address subject to the Acceptable Use Policy
- Full ECU library privileges