EMERITUS PROGRAM	
Policy Number: HR-220	**Responsible Department: Human Resources**
Effective Date: 02/21/2012	**Last Revision Date: 09/22/2016**

PURPOSE:

To recognize the contributions made to CWI by members of its Board of Trustees and long-term employees.

SCOPE:

Applies to CWI trustees who have served two terms on CWI's Board of Trustees and staff members who have completed a minimum of 15 years of service to CWI or otherwise are deemed to be worthy of emeritus status.

POLICY

CWI desires to recognize the productive careers of its retirees and wishes to maintain the institution's history through those individuals who in one way or another have contributed faithfully and honorably to education in the state of Idaho. Accordingly, the Board of Trustees has established "Emeritus Status" for those employees of CWI or former Board of Trustee members who meet the conditions set forth in the guidelines below.

GUIDELINES

TRUSTEES

CWI trustees who serve for two terms may be voted by the Board of Trustees as trustees emeriti in recognition of their devoted service to CWI.

A trustee granted emeritus status shall, subject to any subsequent modification or termination of this policy, be entitled to receive the following:

1. Use of library materials on the premises.
2. Inclusion on CWI's mailing list.
3. Invitation to commencement and other special events.
4. A formal resolution of the Board of Trustees' action granting emeritus status.

STAFF

A Staff Emeritus appointment is based upon meritorious performance at CWI. At least one of the following criteria must be satisfied for appointment to emeritus status:

1. Completion of a minimum of 15 years of full-time service at CWI.

2. Completion of less than 15 years with CWI, but due to significant health reasons the staff member has been required to take an early retirement (provided that the employee would have been eligible for retirement had he or she fulfilled the 15 year requirement.
3. Completion of less than 15 years with CWI, but in the opinion of the employee's direct supervisor and the President, the employee will be actively involved in CWI during retirement.
4. Completion of less than 15 years with CWI, but as a "founding member" of the CWI staff, can demonstrate significant service to CWI. A "founding member" refers to staff members who were hired during CWI's first 5 years of existence.

A staff employee becomes eligible for appointment to emeritus status once the date of his/her retirement has been formally established. Staff applications for emeritus status must be initiated by:

1. Submission to the Staff Senate of an updated resume and/or written record of service by the head of the department from which the staff employee is retiring with approval from the reporting Vice President.
2. Submission of a formal request with an updated resume and/or written record of service by an active full-time, regular staff employee to the President of the Staff Senate.

Applications are submitted to the Staff Senate for review. Successful applications will be forwarded to the Vice President of Finance and Administration for recommendation to the President. CWI Trustees will have final approval on emeritus status. After approval, emeritus status will be publicly awarded and recognized.

Staff granted emeritus status shall, subject to any subsequent modification or termination of this policy, be entitled to receive the following:

1. Inclusion on CWI's mailing list.
2. Invitation to commencement and other special events.
3. Retention of CWI e-mail account upon request (Emeriti must provide their own internet provider).
4. Staff privileges that are *not cost bearing* to CWI, such as invitations to campus activities, use of campus facilities such as the library, athletic club discounts, cell phone discounts, etc.

Emeritus status shall not disqualify a person from accepting paid employment with CWI.