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| **Staff Retirement Form** |
| Internal Use only – To be filled out by director and/or supervisorInitiate immediately once the employee has finalized plans for retirement**\*Text space is limited. If more space is needed, continue on a separate sheet of paper and submit with this form.** |
| Date: |       | **Retirement Date:** |       |
| **Employee’s Legal Name:** |       | **Years of Service:** |       |
| **Department:** |       | **Supervisor:** |       |
| **Position/Title:** |       | **Supervisor Phone:** |       |
| Documentation Needed |
| Letter of Resignation:  | Has the letter of resignation been received?  |   |
| Terminate Employee:  | Has Manager Self-Service in HRMS been initiated? |   |
| Retirement Details |
| Date of Celebration: |       |
| **Time of Celebration:** |       |
| **Location of Celebration:** |       |
| **Notifications:** | Has the Student Affairs and Enrollment Management Office been notified for scheduling the celebration on the calendar with the Vice Provost, if appropriate?  |   |
|  | Has supervisor and others been notified as appropriate? |   |
| Gift and Farewell Party |
| **Retirement Awards:** | **4-07-18-06.** Retirement awards. A retirement award shall be provided to an employee who has a minimum of fifteen years of state service, and who has not been previously recognized for a retirement by the state, as follows:1. A retirement certificate signed by the governor and/or a plaque.2. A gift with a value not to exceed two hundred dollars. **[Retirement gift(s) are coordinated with the Student Affairs and Enrollment Management Office.]*** A farewell party may be provided upon agreement of the employee and the agency. The party should reflect the position and withstand public scrutiny.
* In most cases, expenses are paid by the department, except for the Student Affairs and Enrollment Management Office gift.
* Retirement awards may be withheld if there are documented problems with an employee’s performance:

<http://www.legis.nd.gov/information/acdata/pdf/4-07-18.pdf> |
| **[Revised March 2019]** |  |

