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| **Staff Retirement Form** | | | | |
| Internal Use only – To be filled out by director and/or supervisor  Initiate 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]** |  | | | |

