



Human Resource Services **POLICY RESOURCES**

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Applies to:	Marshall University
Title:	Classified Emeritus Status
Number:	46
Effective Date:	09/01/09
Last Revision Date:	

Provision is made to confer Classified Emeritus status on classified employees (a) who retired from Marshall University after a minimum of 20 years of service; (b) who are coded in the human resources system as retired; (c) who are recommended for emeritus status by the appropriate Director or Vice-President; and (d) who are approved by emeritus status by the President or his/her designee.

A form, Request for Emeritus Status, may be completed and submitted to make a nomination for emeritus status. The form is available on the Human Resource Services website forms page at:

<http://www.marshall.edu/human-resources/forms/>.

Scroll down to the Employment section and click Request for Emeritus Status.

Those holding Classified Emeritus status will be entitled to the following privileges: (a) title of Classified Emeritus; (b) use of the University libraries; (c) use of the Memorial Student Center; (d) reduced rates for student-produced cultural activities; (e) a parking permit; and (f) a Classified Emeritus identification card (I.D. Card). Additionally, a person designated as Classified Emeritus may join the Marshall Recreation Center through payment from personal funds of the appropriate fee(s).

Human Resource Services is responsible for the maintenance of records indicating length of service and official retired status and will respond to requests for information on a particular retiree or group of retirees from the President, the appropriate Director or Vice-President, and/or the Chair of the Classified Staff Council. The Director, Human Resource Services, shall when requested prepare and submit to eligible requester(s) list(s) of former classified employees who had at least 20 years of service prior to retirement and who are coded in the human resources system as retired.

The person holding Classified Emeritus status must independently obtain a parking permit and/or a Classified Emeritus identification card. A copy of the completed form conferring Classified Emeritus status may be presented as documentation for the issuance of a parking permit and/or a Classified Emeritus identification card.

Classified Emeritus status may be conferred on a deceased classified employee who met the above service requirement, who was recommended by the appropriate Director or Vice-President, and who was approved by the President. It shall not be necessary for such person to have entered retired status if at the time of their death he/she had completed the required length of service. Communication relative to such status shall be conveyed by Human Resource Services to the deceased employee's family or estate.

The original basis for this policy is a recommendation from the Classified Staff Council dated February 17, 2005, and approved by the President on February 21, 2005.