

Carlos Alvarez College of Business
Office of the Dean

POLICY FOR RECOGNITION OF ALVAREZ COLLEGE OF BUSINESS STAFF RETIREES

The purpose of this policy is to establish a procedure for acknowledging the contributions of staff members and their dedication to supporting our students, faculty, and the college. When an Alvarez College of Business (ACOB) staff member retires, the ACOB aspires to recognize these employees who have invested a significant portion of their careers in the college.

Guidelines

In the spirit of ensuring that employees who are retiring receive respectful recognition and appreciation for their service, the following guidelines are offered to assist in planning appropriately for such recognition.

- A Retirement/Recognition celebration will be held each fall and spring semester in August and January respectively.
- Retirees who inform the Dean's office and UTSA People Excellence of their intention to retire will be honored during the next scheduled ceremony
- The celebration will be organized by the Office of the Dean if the retiree chooses to participate in an event. Individual departments can host their own retirement events for their staff at the time of their retirement.
- All ACOB faculty and staff will be invited to attend this event
- Close family members of the retirees will also be invited
- Gifts/awards will be presented to retirees in accordance with UTSA's accounting procedures and IRS requirements for nontaxable gifts and at the discretion of the Dean

Eligibility

For the purpose of this policy, a "Retiree" is a full-time staff member who willfully ends her/his employment with the ACOB and meets university requirements for retirement.

Gifts/Awards

Retirement gifts and procedures will be in accordance with University of Texas System HOP 2.1.2¹, Regents' Rules and Regulations 20101 and 20205, and UTSA Financial Affairs "Employee Awards, Gifts and Prizes" document². In accordance with the ACOB *Guidelines* above, retiring ACOB staff will be recognized and/or provided a gift at the discretion of the ACOB Dean.

¹ University of Texas System HOP policy: <https://www.utsystem.edu/sites/policy-library/policies/hop-212-entertainment-expenses-and-guidelines-other-uses-of-institutional-gift-funds>

² UTSA policy: <https://www.utsa.edu/financialaffairs/resources/financial-guidelines/0705.html>