



NO. 2305 EMERITUS POLICY

- 1.0 In recognition of service to Oklahoma City Community College (“OCCC”), OCCC shall grant retiring full-time employees, an honorary title corresponding to the title held immediately before retirement, which shall be known as “emeritus.”
- 2.0 Eligibility requirements:
 - 2.1 Retiring employees shall be eligible for emeritus designation if they have:
 - 2.1.1 Demonstrated satisfactory performance;
 - 2.1.2 No adverse employment actions currently on file and no significant disciplinary history during the five years preceding retirement;
 - 2.1.3 Fulfilled all other terms and conditions of employment;
 - 2.1.4 At least twenty (20) years of full-time service to OCCC;
 - 2.1.5 Retire from OCCC as an active employee.
 - 2.1.6 The President of OCCC is not eligible for Emeritus designation under this Policy.
- 3.0 Procedures for consideration:
 - 3.1 Retiring individuals must submit an application to Human Resources requesting consideration within twelve (12) months from the date of their retirement from employment at OCCC.
 - 3.2 Upon verifying eligibility, the Vice President for Human Resources shall automatically recommend eligible employees to the President of OCCC.
 - 3.3 The President will act upon the recommendations on a semi-annual basis, typically during the months of June and December.
- 4.0 Eligible employees who retired before the adoption of this policy may request emeritus designation by following the procedure outlined in 3.0 above.
- 5.0 Exceptions to this policy may be granted by the President upon written request of the individual.
- 6.0 Privileges:
 - 6.1 Emeriti will receive a printed resolution of the President’s action granting the emeritus designation.
 - 6.2 Emeritus designation does not confer any additional rights, privileges, remuneration, or other benefit beyond those set forth in this policy.

Adopted: May 1, 2015
Revised: June 22, 2021