

**Title: Retirement Gifts for Faculty Members**

**Policy number: KCFA 101**

**Purpose**

The Keyano College Faculty Association (KCFA) wishes to recognize a faculty member's valued service to the Association. The purpose of this policy is to provide clear guidelines when acknowledging a faculty member's contribution upon retirement from the College.

**Eligibility**

To be eligible for the recognition, a faculty member must be a full member of the Association at the time of retirement, as defined in the KCFA bylaws, and have served on a KCFA committee for at least one term.

The KCFA may buy gifts for members who are leaving the College for a reason other than retirement. Gifts for such members must be approved by the KCFA Executive Committee.

**Procedure**

Upon notice of retirement of a faculty member, the following steps will be taken:

- 1) The KCFA Administrative Director will calculate the length of employment for the faculty member
- 2) The KCFA will contribute \$25 for each year of employment up to a maximum of \$300, to be used towards the purchase of a gift

**Dates**

Approved by the KCFA Executive Committee on August 31, 2015

**Responsibility**

KCFA President  
KCFA Administrative Director