



## **AP 7155 Retirement Celebrations**

### **References:**

- AP 3560 Alcoholic Beverages
- AP 6330 Purchasing
- AP 3820 Gifts to Rogue Community College

Departments are encouraged to honor and celebrate full - and part-time employees retiring within the following guidelines:

1. Reasonable expenditure of college funds for celebrations at college-owned facilities. Reasonable expenditures may, for example, include cost of cake and/or light snacks and non-alcoholic beverages for guests, but not a full meal.
2. Retirement celebrations held at a facility that is not college-owned cannot be funded at any level with college funds.
3. The President's Office, in coordination with Human Resources, orders and pays for the College's approved retirement gift (i.e., clock or donation to the RCC foundation for the cost of the clock) with college funds.
4. Departmental funds may not be used to purchase retirement gifts. Employees may choose to contribute individually to a retirement gift(s). Employees should not be solicited by the college for contributions.
5. Alcoholic beverages will not be permitted at college events, including retirement celebrations pursuant to BP and AP 3560 Alcoholic Beverages.

**Rescinds Procedure Number:** AP-061 Retirement Celebrations

**Adopted:** June 6, 2023