

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: Retirement Celebrations, (AP-061)

Contact: Human Resources, Ext. 7005

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. College funds may not be used to purchase retirement gifts. Employees may choose to contribute individually to a retirement gift(s). But employees should not be solicited for contributions.
4. Alcoholic beverages will not be permitted at college events, including retirement celebrations pursuant to Administrative Procedure AP-003 – Alcohol-Free Campus.