

# Classified Staff Emeritus/Emerita Status

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Emeritus/emerita status is an honorary designation conferred upon UW-Eau Claire retirees to recognize their contributions and accomplishments over their university careers. It is available to faculty, academic staff and classified staff provided they meet the eligibility requirements detailed below. Individuals interested in being considered for emeritus/emerita status are encouraged to review eligibility criteria while investigating retirement options.

Additional information regarding Emeritus Status for Faculty and Academic Staff can be found on the Academic Affairs Web site.

## Eligibility

- Candidate must be an employee with the University of Wisconsin-Eau Claire who is permanently retired and is eligible to activate an annuity from the Wisconsin Retirement System (WRS).
- Retiree must meet one of the following years of service requirements:
  - Completed a minimum of 20 consecutive years of distinguished service at the University of Wisconsin-Eau Claire
  - Completed 20 years of collegiate service, 10 of which must have been at UW-Eau Claire immediately before retirement or 20 years of service to the education profession, at least 15 of which have been at UW-Eau Claire to retirement.
  - Completed 20 years of service as an employee of the state of Wisconsin, 10 years of which has been at UW-Eau Claire immediately before retirement.

## Exceptions

An exception to the above requirements must originate at the department level or its functional equivalent and be forwarded to the Chancellor or their designate for final approval. Recommendations for exceptions should be accompanied by a brief narrative summary citing the professional accomplishments, record of university service and rationale for exception and must have Dean or director-level approval.

## Application Procedure

The Resignation/Retirement form that includes the department/unit support of emeritus status, the initial employment date and final employment date must be submitted along with a copy of the letter of retirement. Emeritus status is conferred automatically if the eligibility criteria have been met.

While recommendations may be submitted throughout the year, emerita/emmeritus status will be conferred annually at the UW-Eau Claire Service Awards reception, typically held in May.

## Privileges of Emeritus/Emerita Status

- Receive a Certificate of Recognition signed by the Chancellor and the individual's appropriate administrative head
- Receive a university gift engraved with the date of conference of emeritus/emmerita status
- Automatically be added to the ID authorization file; other retirees who wish to continue using university facilities will be authorized only by special request to the Human Resources Office. UW-Eau Claire identification cards must be retained to use the University libraries and recreational and other facilities.
- Receive an Emerita/Emeritus Parking Permit authorization through the Chancellor's office. (Available only to those who are fully retired. An emerita/emmeritus who retains any type of employee status with the university must purchase the appropriate parking permit through the regular process.)
- Retain listing in UW-Eau Claire electronic directory.
- Invitation to the annual University Service Awards reception.