**Guidelines for MULSA Retirement Reception**

As of 1/2009, the MU Libraries Administrative Offices will no longer be responsible for retirement receptions. Therefore MULSA will hold retirement receptions for employees retiring who have five or more years of service to the MU Libraries and who are employed at 75% or greater FTE and wish to have a party.  These guidelines will be followed as closely as possible if notification of retirement is given in a timely fashion. Some aspects should be addressed even if no party is wanted.

**Retirement Reception Committee:**

**The Social Chair will solicit a committee for each retirement reception. The composition of the committee is:**

1.  MULSA Social Chair, who serves as Chair of the Reception Committee by default, though another member may be designated Chair by mutual agreement.

2.  Head of the Division from which the employee is retiring or that person’s representative; this individual presides over the program portion of the reception and serves as the coordinator of remarks at it.

3.  One or two members of the retiree’s Division, with the approval of the Division Head; these individuals serve as the gift selection subcommittee.

4. As applicable, one or more members of other campus entities with which the retiree is affiliated

5.  Other members of the MULSA Executive Committee and general staff who volunteer.

The Executive Staff Assistant (ESA) to the Director and HR person shall be consulted as needed about dates and other facts.

**The Committee** has overall responsibility for the reception. Its duties include:

1.  Determination of date and location of the reception, in consultation with the retiring employee.

2.  Composition of the invitation list of non-library personnel, working with the retiring employee.

3.  Providing the Reception Committee Chair with suggestions for the style and content of the invitations.

4.  Providing the Reception Committee Chair with guidelines for the refreshments.

**Duties specific** to Committee Members include:

1.  The Reception Committee Chair will be responsible for the creation, printing and distribution of the invitations. Chair should consult with Library Communications officer for design and printing services assistance.

2.  The Reception Committee Chair will contract with a reliable, experienced caterer to provide refreshments for the reception, and shall arrange for a photographer. Chair may wish to consult with Administration for help ordering through University Catering.

3.  The retiring employee’s Division Head, or that person’s representative, recruits appropriate individuals to make remarks at the reception.  The suggested guidelines for the individuals who are invited to make remarks are: the Director of Libraries; the retiree’s Division Head; a co-worker from the same Division; and, when appropriate, a faculty member from the academic department(s) which the retiring staff member serves.

4.  The members of the Gift Subcommittee work with the Courtesy Chair to obtain a suitable gift (see section on gifts, below).

5.  Members of MULSA may be recruited to assist the committee in serving the refreshments if the location and caterer do not provide servers. (University Catering normally provides servers for events held in the Reynolds Center and Memorial Union.)

**Location and Catering**

The preferred location sites for receptions are within the Libraries (e.g., the Ellis Library Staff Lounge or the Great Reading Room in 2 central), the Reynolds Center and the Memorial Union. Another location on campus may be used if necessary.

In the event the reception is held in the Reynolds Center or the Memorial Union, University Catering requires that it be used as the primary caterer or be paid a fee to allow outside caterers. Sheet cakes may be catered from other sources. Be sure to check with UC about additional charges that may be assessed (i.e. for cutting and serving the cake).  Should the reception be held in the MU Libraries, or the lounge area of another building, catering may contracted with whoever desired.

An estimate must be provided to the MULSA prior to awarding of the catering contract.

Retirement receptions held off campus will not be the responsibility of MULSA or the MU Libraries.

**Gifts**

Commemorative gifts are items that in some way serve as a reminder of the service the employee invested in the MU Libraries.  (e.g., pen and pencil set with University of Missouri seal, framed print of an MU building, commemorative plaque, etc.)  The gift should by no means be limited exactly to the items listed above; the individual personality of the retiree should be kept in mind. The following table establishes guidelines relating to the cost of the retirement gift.

|  |  |
| --- | --- |
| Years of Service | Allowable Expense |
| 0-4 |  Not eligible |
| 5-9 | $50 |
| 10-14 | $60 |
| 15-19 | $70 |
| 20-24 | $80 |
| 25-29 | $90 |
| 30+ | $100 |

**Below is a timeline** which should be followed (when possible) for the execution of a successful retirement reception:

Two months prior to retirement: The Ad Hoc Reception Committee shall meet.  The committee will discuss appropriate affiliates with whom to coordinate, date of event, distribution of invitations, type of food preferred by retiree, appropriate individual to make remarks and style of gift which might be appropriate for retiree.

 2.  Seven weeks prior to event: Date firmed up, location should be booked and estimate and proposed menu for event requested.

 3.  Six weeks prior to event: Contact Library Communications Officer about invitations.

 4.  One month prior: Invitations in the mail.  Catering contract finalized.

 5.  Two weeks: Gift selected and purchased.  Podium roster finalized.

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MULSA Executive Board