



LEGACY AWARD AND LEGACY AWARDEE DESIGNATION POLICY FOR RETIRED CLASSIFIED STAFF

RESPONSIBLE ADMINISTRATOR: CHIEF HUMAN RESOURCES OFFICER


RESPONSIBLE OFFICE(S): HUMAN RESOURCES

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APPROVALS: APPROVED BY:



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APPROVED BY THE PRESIDENT:


Len Jessup, President Date 2-8-17

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REVISION DATE: NA

STATEMENT OF PURPOSE

The purpose of this policy is to establish a formal program for the continued affiliation and privileges for retired classified staff. Such affiliation, as outlined in this policy, is offered to recognize those employees that have been strong and consistent positive contributors to the University of Nevada, Las Vegas (UNLV). The award is also a method to help sustain the positive bond developed between the retired classified employee and UNLV. The program will be called the Legacy Award Program and recipients of the award will be known as Legacy Awardees.

ENTITIES AFFECTED BY THIS POLICY

Entities affected by this policy include all individual classified staff and units where classified staffs are employed.

WHO SHOULD READ THIS POLICY

All classified staff approaching retirement who would like to complete an application for the Legacy Award and continued affiliation with UNLV should read this policy. Individuals who supervise classified staff, including but not limited to Deans, Directors, Chairs, Vice Provosts, and Vice Presidents of university units, should also be familiar with this post-retirement award program and associated benefits.

POLICY

Continued affiliation is awarded by the President or applicable Vice President / Cabinet Officer at the time of retirement in recognition of service to the university.

Parallel with the Board of Regents policy for emeritus status, classified staff pursuing the Legacy Award and continued affiliation with the university normally requires full-time employment by the university for at least ten (10) years. Employees must be in good standing with the university at the time of application and must remain in good standing to continue for the duration of their privileges.

Application for continued affiliation with the university must include a reflection letter/letter of intent from the employee, a resume, and a letter of recommendation from the sponsor (someone within the employee's supervisory hierarchy/chain of command). The request must be submitted either during the final year of employment or no later than one year after the date of retirement.

Submission of application materials will go to the current Chair of the Classified Staff Council for initial review and vetting; additionally, the Chair of the Classified Staff Council (or designee) will make themselves available to answer questions about the program and to assist classified employees by reviewing draft application materials.

Application materials are reviewed and recommendations are provided as follows:

- [1] Review and recommendation of Classified Staff Council (to be provided by Classified Staff Council Chair or designee);
- [2] Review and recommendation by Human Resources (to be provided by Chief Human Resources Officer or designee);
- [3] Review and recommendation through College/School Dean or Unit Director;
- [4] Review and approval by Vice President/Cabinet Officer; unless awardee reports to VP/Officer.
- [5] Review and approval by President when awardee reports to President or directly to Vice President/Cabinet Officer.

Classified Staff receiving the Legacy Award are eligible for the following benefits:

- Email account.
 - Faculty/staff discounts on tickets to university athletic and cultural events.
 - Faculty/staff library privileges.
 - Faculty/staff parking privileges (NOTE: regular faculty/staff fee applies, to be paid by individual).
 - Faculty/staff identification card.
 - Inclusion on mailing lists for performances, lecture series, and other university events.
 - Inclusion on invitation lists to certain departmental, college, and university events.
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The privileges for continued affiliation with the university, as outlined above, are granted as lifetime access, but may be revoked by the President in his/her sole and absolute discretion if in his/her judgment the employee may have an adverse impact on the university or bring discredit, disrepute or potential legal liability upon the university.

RELATED DOCUMENTS

<http://www.unlv.edu/hr/legacyaward>

CONTACTS

Classified Staff Council, <http://www.unlv.edu/cscouncil>
Human Resources, 702-895-3504
