

CCS Administrative Procedure

2.00.01-O Employee Emeritus Status

Implementing Board Policy [2.00.01](#)

Contact: Human Resources

1.0 Personnel Administration Objective and Responsibilities (summary of Board of Trustees Policy 2.40.01)

Community Colleges of Spokane will promote a work environment of collegiality, respect and professionalism to include recognition of exemplary service and performance through non-financial reward and recognition programs.

- 1.1 To permanently recognize retiring non-faculty employees who have served the Community Colleges of Spokane in a distinguished, positive, and professional manner and who otherwise meet the criteria established herein, the Board of Trustees has established an emeritus status to be bestowed by the full board of trustees following recommendation of a member of the board.
- 1.2 The Chancellor is responsible for administrating the emeritus program to include processing recommendations, verifying eligibility criteria and preparing for board consideration.
- 1.3 Nothing herein modifies the terms of an applicable collective bargaining agreement or bestows rights or benefits beyond those provided herein.
- 1.4 Faculty emeritus status is awarded under Administrative Procedure 2.00.01-M.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Non-Faculty: includes all employees of the Community Colleges of Spokane who are not included in the definition of "faculty" under RCW 28B.50.851(7), to include executive, administrator, exempt and classified employees.
- 2.2 Consecutive Years of Service: years served, one year following another in uninterrupted succession, all in full-time compensated status.
- 2.3 Retired or Retiring: Having announced the intent to retire in writing to the appropriate appointing authority and received in return an official acceptance of that intent, in writing, by that applicable appointing authority.
- 2.4 Year of Service: A year of contracted and compensated service is 365 calendar days from the employee's initial hire date. Unpaid leaves of absence are deducted.
- 2.5 Emeritus: an honorary title and status bestowed by the institution upon retirement in recognition of distinguished, positive and professional service to CCS, its colleges, students and community.
- 2.6 Appointing Authority: as defined in Administrative Procedure 2.10.01-A.

- 2.7 In good standing: in the determination of the board of trustees, having served the Community Colleges of Spokane, our students and community in a distinguished, positive and professional manner that exemplifies the mission, vision, and values of the board.

3.0 Emeritus Status and Responsibilities

- 3.1 Status, where bestowed, affords the retiree the honorary status of “emeritus.” The title may be used and will be supported by CCS in post-retirement endeavors and as an official professional designation.
- 3.2 Emeritus members agree, in turn, to maintain an on-going affiliation with CCS, supporting in retirement the mission and values of the organization and, to the extent possible and where mutual interest exists, serving as a resource to CCS in fulfilling its mission.
- 3.3 Emeritus status is in addition to normal retiree benefits that are otherwise bestowed by CCS.

4.0 Eligibility

- 4.1 Must be a retired or retiring employee in good standing; and
- 4.2 Receive nomination by a member of the board of trustees, and
- 4.3 Verified as having ten or more consecutive years of service to the Community Colleges of Spokane, and
- 4.4 Status has the unanimous support of the full board of trustees by action at a regular meeting of the board.

5.0 Removal of Status

- 5.1 Emeritus status is not permanent and, where determined in the best interest of the Community Colleges of Spokane and/or its students, may be removed by board action taken at a regular meeting. Removal is not subject to further review and is final and binding.

Originated: November 15, 2022
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