

BOARD OF TRUSTEES
APRIL 27, 1990

ATTACHMENT II

THE ASSOCIATE STAFF PROGRAM

Introduction

The purpose of this program is to assist staff as they move through the transition from full-time employment to retirement. An associate staff program can enhance the adjustment from full-time service to a new career/life stage while still maintaining some of the associations, status and benefits of the previous stage.

Policy

All staff who have worked full-time for at least ten years and retired from service with Suffolk Community College are eligible to continue to be associated with Suffolk Community College through the Associate Staff Program.

Guidelines

1. Associate staff shall be included on all major mailing lists.
2. Associate staff shall be invited to attend meetings and other activities of their former department.
3. Associate staff shall be invited to attend social functions.
4. Associate staff may participate in "open registration" on-campus professional development seminars.
5. Associate staff may access the College's recreational and athletic facilities, library, and its cultural, athletic, and educational events.
6. Associate staff may serve in an informational network to work with staff contemplating retirement.
7. Associate staff shall be invited to participate in all College recognition functions, including graduation.
8. Associate staff shall be eligible for parking stickers upon completion of a parking application.

Procedures

1. The Office of the Vice President for Management and Planning (VPMP) will make staff members aware of the program and determine if the staff members wish to participate.
2. The Office of the VPMP is responsible for notifying the associate staff member of all appropriate information.
3. The Office of College Relations and Publications will keep a list of all associate staff and see that they receive adequate notice of all college-wide events.
4. It is the responsibility of the associate staff member to keep the College up-to-date on his/her address.