

Mid-Atlantic Christian University Institutional Policy #11

SUBJECT: Farewell to departing employees

DATE: April 25, 2001

REVISED: May 2014; April 2020

NEXT SCHEDULED REVIEW: February every five years, February 2025

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Administration

Procedure for: Administration

Authorized by: President

Issued by: Board of Trustees

I. Purpose

To give honor to those who have served at the school

II. Policy

When an employee leaves the service of Mid-Atlantic Christian University, there will be appropriate recognition of his/her contributions to MACU, including a going-away event and a gift.

Definition:

For this policy, employee is defined as the following: Anyone who has ever worked here and drawn a salary from the University or anyone who has volunteered their services and was considered a member of the staff or faculty.

III. Procedure

1. The leadership team member to whom this person was primarily responsible will be responsible for planning. If the person leaving is a vice president or leadership team member, then the president will be responsible. In all of these cases, the responsible party may delegate the assignment to others.
2. An appropriate event should be planned in advance so that the honoree and their family members can attend as well as a considerable number of staff and faculty. The event may be held in conjunction with another event on campus, but it should be planned in such a way as not to seem an afterthought.

3. A departing gift should be presented to the honoree. The suggested "rule of thumb" for buying this gift is to assign \$50.00 to the first year of service and then \$10.00 for each additional year.
4. If the employee is leaving in less than ideal circumstances, the vice president or leadership team member, in collaboration with the president, will decide how much of this procedure should be followed.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices