

Applies to: All employees in the Operations & Facilities Management Department (OFMD)

GUIDELINES:

Issued: July 5, 2016
Revised: September 14, 2021

PURPOSE:

It is the practice of the Operations & Facilities Management Department to recognize employees at the time of their retirement for their performance of duties and length of service. These guidelines outline how OFMD will recognize retirees.

RETIREE ELIGIBILITY:

To be eligible for retiree health, dental, vision and life insurance benefits from WashU, faculty and staff must meet the following requirements:

- You must be at least 55 years old; and
- You must have completed at least five years of consecutive benefits-eligible service at 50% full-time equivalent or more; and
- Your age plus years of service must equal 65 or greater.

Additional information about retirement can be found at <https://hr.wustl.edu/benefits/change/retirees/>.

DEFINITIONS:

- **Gifts:** Gifts are typically cash or other tangible personal property given to faculty, staff or students in recognition of, or in connection with the holiday season, retirement, or some other purpose not specifically related to job performance.*

* WUSM Employee Handbook.

GUIDELINES:

Retirement receptions costing up to \$25 per person (capped at \$500) may be held for employees leaving the University with ten or more years of service. Food and beverages should be purchased from the University's preferred caterer unless prior approval is received from the Office of the Associate Vice Chancellor, Associate Dean of OFMD.

Following are the gift guidelines* for individuals leaving the University (will be grossed up to cover the tax amount):

- Staff members with 10 to 20 years of service: up to \$250
- Staff members with 21 to 30 years of service: up to \$350
- Staff members with 31 years of service and/or Director-level staff: up to \$500

Gifts should be purchased through proper University procurement methods. Tangible gifts exceeding \$75 will be reported as taxable by the University. All cash bonuses are taxable income to the employee regardless of amount. Please provide the employee's name and the number of years the employee has worked for the School of Medicine, including the department name, title or job function to the OFMD Business Office.

This employee recognition program will follow all University tax policies and procedures as outlined at <https://finance.med.wustl.edu/policies-procedures/entertainment-recruitment-gift-travel-floral/>.

*Exceptions to these guidelines must be approved by the Office of the Associate Vice Chancellor, Associate Dean of OFMD.