

**Policy 1318  
Emeritus Staff**

**Date of Current Revision: June 2022  
Responsible Officer: Director of Human Resources**

**1. PURPOSE**

James Madison University recognizes the important contributions to the institution that have been made by classified staff members who rendered many years of dedicated service before retirement. This policy is designed to provide procedures for the appointment of emeritus status for classified staff members at the university.

**2. AUTHORITY**

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

**3. DEFINITIONS**

**Emeritus Staff**

A retired classified staff member of the university who has been granted emeritus status upon recommendation by their supervisor, and approval by their director/unit head, AVP/dean, and vice president, and by the president.

**Retired**

An individual is considered retired if the following conditions exist:

- met the age and years of service requirements for retirement under one's respective Virginia Retirement System (VRS) plan; and
- has submitted a notice of retirement to their supervisor or department establishing a retirement date, and
- has completed or submitted a retirement application to VRS; or
- has a "Terminated" status due to "Retirement" in the Human Resources Management System (i.e. the individual has separated from the university).

**4. APPLICABILITY**

This policy applies to all emeritus appointments for classified staff.

**5. POLICY**

When a classified staff member meets the eligibility criteria set forth in this policy, retired classified staff members may be recognized by the award of emeritus staff status. Emeritus staff status is a privilege and not a right, and it is awarded at the discretion of the university. No staff member is entitled to emeritus status, and emeritus status may be removed by the university at any time for any reason.

## **6. PROCEDURES**

### **6.1 Eligibility**

A retired classified staff member is eligible for appointment to emeritus status if the individual has served full-time for a minimum of 10 years at James Madison University, has a record of noteworthy contributions throughout their JMU career, and has retired from James Madison University in good standing. The president has the flexibility to approve emeritus status for exemplary achievement alone, waiving the minimum of 10 years' service requirement.

### **6.2 Posthumous Eligibility**

A staff member may be approved for emeritus status posthumously, whether death is prior to retirement or after. If prior to retirement, the staff member is eligible for emeritus status if all criteria, other than retirement in good standing, are met.

### **6.3 Affiliate Status**

Emeritus staff members do not normally receive remuneration, although they may be hired by the university as a wage employee after the required 26-week separation period following retirement. Emeritus staff members who are not employed by the university are granted affiliate status. See Policy [1337](#) - Affiliates.

### **6.4 Privileges**

An emeritus staff member has many of the same rights and privileges to use university facilities and to participate in university activities as an active staff member. These include the use of recreational facilities, use of the libraries, access to university dining services meal plans, bookstore discounts, a JACard, a JMU email account, on-campus waiver of tuition, and participation in various university events. Emeritus staff may also be granted emeritus parking privileges. Staff members who have been granted emeritus status will be eligible for membership in the James Madison University [Staff Emeriti Association](#) (SEA).

Use of, or access to, the privileges mentioned above is determined at the discretion of the service provider.

- a. Emeriti, as affiliates of the university, are required to change their password regularly. Email notifications are sent periodically to remind individuals to change their password to avoid losing their eID account and email access permanently. Read more at the [JMU eID- Electronic Identification](#) web page. Emeriti email and eID accounts are automatically removed when required password changes are ignored over a period of a year.

### **6.5 Nomination Procedures**

Prior to initiating the staff emeritus nomination process, the nominating office (typically the employee's supervisor) confirms the nominees' eligibility for such status with Human Resources.

- a. Timing  
A nomination for emeritus status may be submitted in anticipation of a staff member's retirement to ensure the employee's timely transition to affiliate status without loss of services. Retiring classified staff members may be nominated up to three months in advance of, and up to one year beyond, their actual retirement date. The date of the retirement must appear on the nomination form. Regardless of when the emeriti is

nominated, the nominating department must submit a separation ePAR prior to the actual separation date.

- b. The following positions (in sequential order) make a recommendation to approve, or deny, emeritus status for the nominee by completing the [Recommendation for Emeritus Status Request form](#) online. Each recommendation shall include a justification.
- Director/unit head
  - AVP/dean
  - Appropriate vice president

The recommendations and justifications are submitted to the president for review and approval.

- c. The president's office verifies the hire date, retirement date, and address of the classified staff member with Human Resources. If emeritus status is approved by the president, the president's office creates the letter of approval and submits it to the president for signature. Copies of the letter are sent to the nominee, nominating department, Card Services, Parking Services, Payroll, and the Staff Emeriti Association.
- d. If emeritus staff status is denied by the president: The nomination form is returned by the president's office to the vice president, indicating denial. The vice president notifies the AVP/dean and director/unit head and the director/unit head notifies the nominee.
- e. Payroll Services designates the classified staff member as an emeritus affiliate in the Human Resources Management System (HRMS) after receiving a copy of the president's letter. Note: Emeritus requests will not be processed by Payroll until after the separation ePAR has been received by Payroll and entered in to the HRMS.

### **6.6 Duration of Appointment**

Emeritus status is normally granted on a permanent basis (30 years after the effective retirement date); however, emeritus status may be removed by the university at any time for any reason, and an emeritus staff member has no legitimate expectation for the status to be continued.

### **6.7 Removal of Appointment**

Emeritus appointments may be removed at any time at the discretion of the university. A recommendation to remove emeritus status may be made by the appropriate vice president by the director/unit head or AVP/dean. The vice president's recommendation on the removal status will be sent to the president. Appropriate circumstances are not only limited to misconduct.

- a. If the president approves the recommendation for removal of emeritus status, a letter will be sent to the staff member by the vice president indicating removal of emeritus status.
- b. A copy of the notification letter approved by the president and signed by the vice president will be sent to the nominating department, Card Services, Parking Services, Payroll, and the Staff Emeriti Association. Payroll Services terminates the classified staff member's emeritus affiliate status in the Human Resources Management System (HRMS).

## **7. RESPONSIBILITIES**

Emeriti, as affiliates, are required to change their password regularly to retain electronic services.

All departments, offices and employees that generate, receive or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) - Records Management.

## **8. SANCTIONS**

None.

## **9. EXCLUSIONS**

This policy does not apply to full-time or part-time instructional or administrative and professional faculty, wage employees, or other part-time employees. This policy does not apply to emeritus faculty. See Policy [2105](#) – Emeritus Faculty.

## **10. INTERPRETATION**

The authority to interpret this policy rests with the president and is generally delegated to the director of human resources.

**Previous Version:** May 2018

**Approved by the president:** April 2016