

University entertainment policy and procedures govern the manner and extent to which the University may extend hospitality *for business purposes*. One of those business purposes is the recognition of University service at the time of retirement. There are both UC and UC Irvine policies and procedures which provide guidance:

- [UCI Policy on Entertainment](#)
- [UC Employee Non-Cash Gifts Policy](#)

Departments may provide additional recognition using personal funds. Please be consistent in your recognition of employees to ensure that everyone is treated fairly. Individual retiree preferences should be considered in planning your celebrations.

Because the decision to retire is a private one, Human Resource staff processing the retirement **will not** share that information. Retirees are instructed to provide a resignation notice to their supervisor/manager. When someone in your department announces his/her retirement there are some steps to take for timely processing and a successful celebration.

Here is a checklist for you to use in planning your employee's retirement:

- Review the policies and procedures above. Check the Medical Center's procedures for processing reimbursement "before" you expend funds for entertainment or gifts. Follow all procedures carefully to guarantee reimbursement in a reasonable timeframe. Contact Materiel Management or Finance if you have questions.
- Call Human Resources at extension 6636 to arrange for the UC gift and a certificate of appreciation from our Chief Executive Officer. Please be prepared to provide the following information: name, department, job title, celebration/event date. Allow at least 2 weeks lead time to ensure signatures and gift availability.
- Go to [HR Connect](#) and process the employee's termination of employment.
- Contact Facilities for a room and Nutrition Services to arrange for food for the celebration. Talk with them about any special arrangements. They have some great ideas and can be very helpful in making this a wonderful activity.
- Identify someone (or a team) in your department to select and purchase a gift and plan any departmental recognition.
- Identify speakers for the event and the amount of time allotted to each speaker. Remember to leave a few minutes for your retiree to share his or her thoughts.
- You may want to provide a guest book or sign in sheet to identify attendees.
- Plan to take some pictures to mark the occasion.
- Identify a team to set up, decorate and clean up for your event.

Here are some UC Irvine Medical Center guidelines to assist in your planning to celebrate a retirement:

| Years of Retirement (UCRP) Service | Entertainment | Gift |
|------------------------------------|--|---|
| 5 - 9 | The cost of light refreshments may be reimbursed for receptions held in connection with retirement. The event should be held on campus and catered through Nutrition Services not to exceed what would normally be charged for cake and punch. | <ul style="list-style-type: none"> • Gift provided by HR • Non-negotiable gift certificate or item selected by the department not exceeding |

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| | | \$150 |
| 10 - 19 | Light refreshments catered by Nutrition Services not to exceed what would normally be charged for cake, punch, fruit and vegetables. | <ul style="list-style-type: none"> • Gift provided by HR • Non-negotiable gift certificate or item selected by the department not exceeding \$300 |
| 20 or more | Light refreshments not to exceed the UCI maximum for light refreshments (\$17 per person at this time). This does not include facilities but does include tax and gratuities. | <ul style="list-style-type: none"> • Gift provided by HR • Non-negotiable gift certificate or item selected by the department not exceeding \$400 |