



## **Support for Retired Honorary Staff**

**Process:** Initiated by the staff member's department head/chair. Staff member must have a minimum of 10 years of meritorious service at Clark and be 55 years of age or older to be considered. Arrangements are made in consultation with the Director of Human Resources. The Office of Human Resources will forward a formal recommendation for *Honorary Staff Member* status to the President for review. If approved, a letter generated by the President's Office, notifying approval, is sent to the staff member with a copy to HR and the staff member's department head/chair.

**Term:** In perpetuity.

**Email and Access to Electronic Resources:** May retain their Clark email address upon request, but not their Clark Account (Clark Account provides access to electronic resources at Clark and will expire 6 months after retirement date). Individuals will be required to provide an alternate method of contact and may be required to renew access on an annual basis. Use of Clark email is subject to the University's Appropriate Use policy.

**Standard IT support:** Must return all Clark-purchased equipment and software – even those purchased in grants. ITS will help transition retirees to personally owned computers if requested.

**Space:** Not applicable.