

Retirement/Termination Party - Procedure/Process

- Formal Retirement/Termination Party

Employee must have 15 years or more of service to UND

Employee can either be retiring or terminating

- Informal Shop Party (optional)

Employee has less than 15 years of service to UND

Employee can be either retiring or terminating

The retiring or terminating employee will be consulted about having a party and must agree to it.

PROCESS

- When the employee fills out the termination form, the supervisor will discuss whether to have a party or not.
- When the supervisor turns in termination form to HR Assistant, they will let her know about the status of having a party.
- HR Assistant will notify the administrator of that area about the status of having a party.
- If a formal party will be held, HR Assistant will start the process for the event to include room arrangements, food ordering, if a retirement plaque needs to be ordered, notifications, etc.
- Funding for formal parties will be paid by Facilities.
- Funding for informal parties (optional) will be paid from private funds from shop personnel.

