



Guidelines for Marking Employee Retirement

Introduction

UCD wishes to ensure that the contributions of its employees are recognised and celebrated. Retirement is an important part of the employee lifecycle, and the guidelines below aim to set expectations and provide the basis for a consistent approach to retirement events for all categories of employees across the University.

There are two elements to marking retirements:

1. Local retirement reception (where agreed by the retiree)
2. Annual retirement reception hosted by the President marking the retirements in the preceding calendar year

Scope

This guideline applies to those finishing their careers with UCD either through normal or early retirement.

These guidelines do not cover those resigning/leaving at the end of a contract, but a similar local approach may be appropriate depending on length of service.

Local Retirement Celebrations

Description

Upon the retirement of a team member, their College/School/Unit¹ is encouraged to organise a local retirement celebration in line with the wishes of the retiree (i.e. some employees may not wish for their retirement to be acknowledged). There is no minimum service requirement for local retirement celebrations. Such events should be held at a time that is convenient for all parties and not necessarily on the date of retirement.

Local celebrations, where held, are in addition to the annual UCD Retirement Celebration.

Suggested Format

- Where appropriate, local celebrations are held on campus in a location selected by the College/School/Unit. This location may be within the College/School/Unit itself or at another location on campus.

¹ Local retirement celebrations are organised by the last College/School/ Unit that the retiree worked with. If the retiree has only been with this School / Unit a short time then they may liaise with the previous unit.

- Light refreshments may be served.
- While this is not a meeting as such, the Core Meeting Hours Policy should be kept in mind when identifying a start time in order to facilitate attendance.
- The College Principal/Head of School/Head of Unit, Line Manager or another staff member makes a speech marking the occasion.
- There is no requirement to present a gift to retirees, however the College/School/Unit may wish to arrange a collection locally.

Please note all-staff emails seeking donations will no longer be issued centrally by Culture & Engagement to the entire University. Where a collection is deemed important the request for a donation should be issued by the organising unit locally.

Expenditure

- Colleges/Schools/Units may incur reasonable expenditure on appropriate levels of hospitality provided on campus from their existing budgets.

Roles & Responsibilities

College/School/Unit

- Identify upcoming retirements as part of the staff planning process with HRP and Finance Manager in order to plan celebrations.
- Discuss with the retiree their preference and wishes regarding a reception to mark their retirement and potential guest list within the unit and across UCD.
- Where agreed, treat each local retirement celebration as an individual event.
- Identify an appropriate date and issue invitations to the event as appropriate.
- Manage the RSVP list.
- Organise event location and catering.
- Organise gift to be presented to the retiree from funds collected locally (optional)

Retiree

- Confirm that they are happy to proceed with the event.
- Identify any guests they would like to invite.

University Level Acknowledgement

Description

The Annual UCD Retirement Celebration, held in the first quarter of the year, provides an occasion to honour UCD employees who retired in the **previous** calendar year. This is an opportunity to welcome back colleagues and strengthen their connection to the UCD community.

The Retirement Celebration is not intended to replace any celebrations that might happen locally at College/School/unit level.

Format

- The celebration is held on campus hosted by the President, with retirees given the option to bring a guest.

- The President (or UMT member) makes a short speech marking the occasion and honouring their colleagues' service to the University.
- Light refreshments are provided.

Roles & Responsibilities

Culture & Engagement

- Identify an appropriate date and issue invitations on behalf of the President, based on a report detailing retirees in the previous calendar year.
- Request College/School/Unit representation based on the guest list.
- Manage the RSVP list and promote the event as appropriate.
- Liaise with the event location and caterers.

College/School/Unit

- College Principal/Head of School/Head of Unit or nominee attends celebration in support of maintaining links with Research and Teaching Active Faculty

Retiree

- Respond to Culture & Engagements invitation and provide details of any guests (if attending).

Version History

Guidelines drafted by Culture & Engagement	November 2023
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