Millersville University | **Governance & Policies**

Effective: May 1990

Human Resources Policy
RETIRED FACULTY and STAFF IDENTIFICATION CARD

Approved: May 1990
Revised: January 9, 2007
President's Executive Cabinet

The objective of this policy is to continue to provide access to campus facilities and activities to retired faculty and staff. It applies to all present and future retirees of the University.

Definitions and Procedures

1. Retired faculty or staff: Any individual that has retired from the University in good standing.

2. Retired faculty/staff identification card: A Marauder OneCard that includes a photo; Millersville University; Retired Faculty/Staff; name; and the designation, "Millersville University Retired." A barcode and number for the library are found on the back of the card with the magnetic stripe. The card holder's name, Social Security Number and ISO number are encoded in the magnetic stripe.

3. Retired identification card use.

    a. Athletic events which are accessible through the campus identification system.
    b. Cultural events on a space-available basis.
    c. Discounted cultural event tickets.
    d. Community patron library services.
    e. Recreational facilities and equipment check out in both Pucillo and Brooks gyms.

Responsibilities

1. Human Resources:
    a. Include in the retirement acknowledgment letter sent to the retiree, instructions for the employee to return to Human Resources, on or prior to the last day of employment, her/his Faculty/Staff Identification Card.
    b. Explain the University's policy on the availability of a Retired Faculty/Staff Identification Card and the procedures for obtaining such a card.
    c. Upon receipt of the Faculty/Staff Identification Card, give the retiree a voucher for a Retired/Faculty/Staff Identification Card.

2. Campus Identification Office: Create a Retired Faculty/Staff Identification Card for a retiree when s/he presents her/his retirement voucher provided by the Human Resources Office to the Campus Identification Office.