

As part of the University of Oregon Policy Statement development process, any party(ies) interested in developing a new policy must complete this form before proceeding to policy development. This form must be submitted to the relevant UO Vice President or Senior Vice Provost for review and approval. Once the policy concept is approved by the Vice President or Senior Vice Provost, it must be submitted to the Office of the Senior Vice President and Provost for final approval. If the policy concept is approved, the Policy Library Program Manager will inform the responsible person that they may proceed with policy development.

It is important that policy development does not proceed until the information submitted on this form is approved.

Concept Submitted by:	
Name:	Kathy Warden
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Organization:	Office of the Senior Vice President and Provost
Date:	July 17, 2012

Proposed Policy title: Retirement Reception for Employees

Describe the purpose for the new policy why it is needed:

- What efforts are being made to research and identify existing policies that are similar or related to this proposed policy; summarize findings.
- Does the proposed policy: Comply with federal and state laws, rules and regulations; Impact existing policies, procedures, or forms; Impact union contracts?
- Will there be a financial impact?

Purpose: The purpose of the policy will be to provide consistency for retirement events, parties, receptions. Retirement events given for retiring UO employees, regardless of position, have had no spending limit or event guidelines for planning or hosting events. In order to be fiscally responsible, the office of the Senior Vice President and Provost sees the need to create a policy listing guidelines for spending and protocol for such events.

Who will the policy affect?

- What units and stakeholder groups will this policy will affect.
- What will be the impact of the policy (positive and negative) on those affected?
- Who will be consulted?

Those affected are: Departments/Units hosting the retirement event.

What methods will be used to gather input and provide an opportunity for notice and comment?

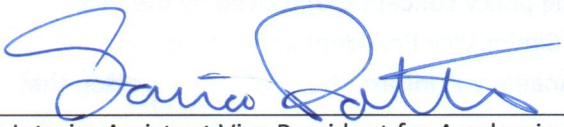
(Examples: website, interviews, focus groups, public announcement and request for comment, public forums)

Methods: Research practices of higher education institutions. This policy concept will be posted on the Policy Library website allowing for public comments for 30 days. Notification regarding policy development will be sent to the Senate President and the Deans-Dirs email list.

Additional Comments:

Approvals:

This proposal has been reviewed by:



Date: 7/17/12

Interim Assistant Vice President for Academic Administration

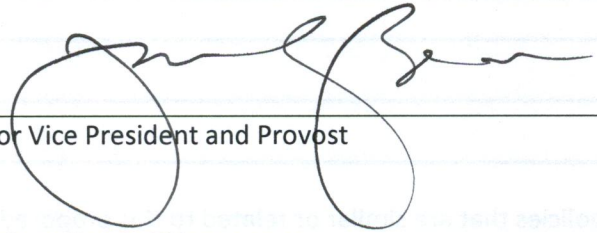
The Office of the Senior Vice President and Provost

This policy proposal is:

Approved

Denied

Needs Revision (See below)



7/17/12

Senior Vice President and Provost

Date

Revisions Needed/Comments:

Senate Executive Coordinator informed date of: 7/18/12