

Retired Staff Policy

Prepared by: HR Office/Director of Benefits

1. Policy Purpose

This policy outlines the benefits granted to AUC staff members who retire after 10 or more years of service at AUC and have been approved for a waiver by their direct supervisor to keep their AUC ID. Hence, retention of the AUC ID card entitles the retired staff member to a number of privileges; this policy refers to all earned benefits provided to qualified staff members.

This policy is effective as of January 1, 2013 and is not retroactive.

2. Policy Statement

Library Privilege:

Section A.

Qualified retired staff members are eligible for a complimentary Retired Staff card granting them all onsite library access privileges.

Section B.

The complimentary Retired Staff card does not grant the privilege of borrowing books or remote use of the Library's electronic resources.

Section C.

The complimentary Retired Staff card is not transferable to other persons. Anyone allowing another person to use their library card; will have it revoked.

Section D.

- The retired staff must present a letter of status verification from HR to the "Library ID Unit" at the time of application.
- It is the responsibility of the card holder to contact the "Library ID Unit" in order to update residential and email address changes
- Upon the presentation of the HR letter and the kept AUC ID, a new Retired Staff ID will be issued.

Clinic Services:

Section A.

Qualified retired staff members who are not part of **the international health coverage currently maintained by VB or the local medical coverage currently maintained by Medicare** are eligible to Clinic services only in case of emergency that takes place inside the AUC campus.

Section B.

Qualified retired staff members who are part of **the international health coverage currently maintained by VB** are eligible to use Clinic services within **the terms and conditions governing such coverage.**

Section C.

Qualified retired staff members who are part of **the local health coverage currently maintained by Medicare** are eligible to use Clinic services within **the terms and conditions governing such coverage.**

Information Technology Office Services:

E-mail account assigned to the eligible retired staff members during their years of service with AUC are maintained for life, with the approval of the HR Office, based on the approval of the direct supervisor

Athletic Office Services:

Sports facilities are accessible to the eligible retired staff members who have their AUC ID kept with them and their dependents(s) who are reflected on the HR records, at the same cost charged to current employees. Athletic Office should refer back to HR to confirm eligibility of dependents in case of applying for such facility.

Security Office Services:

Eligible retired staff members who have maintained an AUC ID are permitted to enter the AUC premises.

Transportation Services Office:

Eligible retired staff members who have maintained an AUC ID are eligible to use AUC bus services.

Who Approved This Policy:

VP for Planning & Administration

Mr. Brian MacDougall-----

Executive Director for Human Resources

Ms. Laila Khalil -----

Who Needs to Know This Policy:

- Library - Clinic – Information Technology Office - Office of Athletics – Security Office – Transportation Services Office

- Retired staff members

Web Address for this Policy:

<http://www.aucegypt.edu/about/Policies/Pages/default.aspx> (not launched yet)

Contacts:

Responsible University Official: Staff Affairs Director, Mr. Hatem Hassib
Staff Affairs Director, DT, Ms. Rania Assem
Responsible University Office: Human Resources Office

If you have any questions on the policy or procedure, you may contact Ms. Nevine Akl, Benefits Director.