



Policy	O-5.5
Approved By:	College Executive Team
Approval Date:	October 22, 2008
Amendment Date:	
Policy Holder:	Exec. Dir. Human Resources

CAMOSUN COLLEGE HONORARY COLLEAGUE

Purpose / Rationale

The purpose of this policy is to:

- Provide a mechanism for an ongoing attachment between the College and its “retired” employees.
- Recognize in a formal fashion the contributions and dedicated service retired employees have given to Camosun College.
- Encourage all retired employees who want to remain involved in College life after retirement through volunteerism, ongoing education, to participate in the Camosun College Association of Retired Employees (CCARE) and all other forms of contribution.

Principles

1. Camosun College Honorary Colleague is an honour bestowed upon the College’s retiring employees.
2. Appointment as Honorary Colleague will be for lifetime and will come with a number of privileges to foster continued connection to the College.
3. All retired employees are offered an option to remain connected to the College by applying to be a Honorary Colleague.

A. CRITERIA FOR AWARDING THE TITLE OF CAMOSUN COLLEGE HONORARY COLLEAGUE

Retirees wanting to remain connected to the college will be requested to apply to become a Honorary Colleague.

The title of Honorary Colleague will be bestowed upon request to those employees who, upon leaving the College, are long serving employees or who are retiring or eligible to retire from service at the College. “Retiring” generally means those who are former Camosun employees who are eligible to receive one of the College’s pensions (Municipal Pension Plan or College Pension Plan).

B. ROLE OF THE HONORARY COLLEAGUE

It is hoped that retired and long serving past employees will continue to help promote and sustain the positive image of Camosun College. Honorary Colleagues will be invited to support the College through a number of College activities such as:

1. College events such as graduations, Connections Day, Employee Recognition
2. Mentoring programs to students and employees
3. Career fairs, fundraisers and other College-community events
4. Bringing expertise to special committees or other unique College initiatives
5. Fundraising

C. BENEFITS AND RECOGNITION

Honorary Colleagues will be granted a number of privileges which include:

- Invitations to College special events
- Camosun College identification card and nametag
- Access and selected borrowing privileges from Camosun libraries and resources
- Staff discount rate at the Camosun Bookstore
- Retention of the Camosun e-mail account
- Intranet access
- Opportunities to take Camosun College classes at a reduced tuition
- Mail forwarding privileges
- Membership in Camosun College Association of Retired Employees (CCARE)
- Other recognition as determined by the College

D. INVITATION AND APPOINTMENT PROCESS

Human Resources will inform the President's Office when employees who qualify through retirement are eligible and **have applied** for the benefits and recognition of Honorary Colleague.

Human Resources will maintain the official list of Camosun College Honorary Colleagues.

E. LINKS TO SUPPORTING FORMS, DOCUMENTS

[O-5.5.1 Camosun College Honorary Colleague Application](#)