VII–3.05

SALISBURY UNIVERSITY POLICY ON MERITORIOUS STAFF DESIGNATION FOR NON-EXEMPT AND EXEMPT STAFF EMPLOYEES

I. PURPOSE AND APPLICABILITY

Salisbury University recognizes the important contributions that have been made by staff members who have provided many years of dedicated service and have retired from the University. This policy establishes that the President may confer a "Meritorious Staff" designation for eligible non-exempt and exempt staff on the basis of both quality and length of service to the University community after retirement.

This policy is intended to honor staff members who have made exemplary and noteworthy contributions throughout their career at Salisbury University. The Meritorious Staff designation is a privilege and not a right of any retired staff member, and is not automatically conferred after retirement.

II. ELIGIBILITY

This policy applies only to full-time exempt and non-exempt PIN or C2 staff members, who are defined as any non-faculty employees. This policy does not apply to faculty or part-time employees.

Consideration for Meritorious Staff status includes:

- At least ten (10) years of distinguished full-time Salisbury University employment;
- A record of noteworthy contributions or extraordinary commitment to the University throughout an eligible employee's career;
- Retired in the prior two calendar years from Salisbury University in good standing.

An employee granted Meritorious Staff status shall not be entitled to receive compensation or employee benefits by reason of the awarding of Meritorious Staff designation.

Meritorious Staff status shall not disqualify a person from accepting part-time employment at the University as permitted under State of Maryland law and USM policy.

III. NOMINATION AND SELECTION PROCESS

The nomination and selection process for the Meritorious Staff designation will follow the procedures developed and adopted by the University, including review of nominations by a Selection Committee led by the Staff Senate and its recommendation to the President or designee. For the purposes of inclusive representation, the Selection Committee shall consist at minimum of employees representing Staff Senate, Human Resources, Student Affairs and Advancement/External Affairs.

IV. PRIVILEGES OF MERITORIOUS STAFF STATUS

Individuals with Meritorious Staff status shall be granted benefits and privileges described in the award procedures and as determined by the University. Once awarded, Meritorious Staff status is a lifetime designation. Privileges are non-transferable and do not apply to family members.

The President or designee has the authority to revoke Meritorious Staff status at any time, including but not limited to, when the recipient violates University policies or procedures, or engages in egregious conduct that reflects poorly on the University.

V. POLICY EXCEPTIONS

The President has the authority and sole discretion to make exceptions to this policy.

VI. RESPONSIBLE OFFICE

The Office of Human Resources is responsible for implementation of this policy.

Revised: February 5, 2024