



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Staff Emeritus Guidelines and Procedures	
Department: Staff Human Resources	Reference No.:
Division: Administration and Finance	Issue Date: January 2006
References: NA	Revision Date: July 2010
Web Links: MyCSULB	Expiration Date: NA

I. Purpose:

To outline the process and procedures in designating an employee as Staff Emeriti/a.

II. Eligibility:

Any staff or management employee who retires with a minimum of five (5) years of employment service to CSULB is eligible for Staff Emeritus status.

III. Rights and Privileges:

Upon becoming Emeritus, staff or management employees are entitled to:

1. Obtain a Staff Emeritus identification card which provides them to the usual attendant rights and privileges for Staff Emeriti/a.
2. Continue using a university e-mail account for a one (1) year period after the date of the employee's service retirement. This is not automatic; the employee must contact Information Technology Services for the email account to be continued. An extension beyond the initial period may be granted upon request. Requests may be made via phone or email to Information Technology Services to (562) 985-8344 or net-help@csulb.edu.
3. Discounts or complimentary tickets for various campus events.
4. Access to the University Library and its services.
5. Invitation to participate in public ceremonies of the university, such as commencement, dedications, open houses, convocations etc.
6. A complimentary daily parking pass to be used when visiting the campus. Please note that Staff Emeriti who are returning to campus as "rehired annuitants" to work are not eligible for complimentary parking, and must purchase a parking permit.
7. 10% discount on all University Bookstore purchases (excluding textbooks, use at the campus convenience stores, and at the Computer Store.)
8. A \$3.00 discount on monthly membership fees at Frog's Club One at the Pyramid.
9. A \$5.00 discount on all Carpenter Performing Arts Center event tickets (except resident companies such as Musical Theater West).
10. Invitation to join the *Staff Emeritus* Association whose membership meets for luncheons, Concerts in the Grove, various excursions, and to raise money for scholarship funds.
11. Eligibility for appointment to advisory committees as appropriate.



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IV. Method for Receiving Emeriti Status:

To receive the privileges offered to you as Staff Emeriti **log on to MyCSULB** by entering your campus ID and password. Then:

Go to the "My Personal Information" link in MyCSULB.

Click on "Honors and Awards"

Click on "Add an Honor/Award button."

Click on the "look up" magnifying glass logo.

Select the "Staff Emeriti" designation.

Click on Save.

V. Benefit Changes

The benefits offered to Staff Emeriti are subject to change without notice and do not establish any right to the continuation of the benefits received at the time of retirement. The benefits outlined in this guideline supersede any previous benefits provided to Staff Emeriti.

FORMS: NA