

# CLASSIFIED PROCEDURES

## 1.0 Gold Circle Emeritus Status

### Statement of Purpose

The purpose of the Gold Circle Emeritus is to recognize long standing exceptional service to the Butte College District. Emeritus shall be granted to those retired employees meeting criteria established by the Butte College Classified Senate

Procedures shall be established by the Classified Senate to set in place objective criteria and process to determine eligible beneficiaries for recommendation to the Classified Senate.

### Guidelines:

1. During March of each year, the Classified Senate President shall consult with the department of Human Resources to obtain a list of all classified retirees for the current year. All previous classified retirees will be included on the list.
2. The Classified Senate President shall inform all classified employees of the list of candidates.
3. Recommendations for Gold Circle Emeritus Status may be made by the candidates' colleagues, the candidates' supervisors, the candidates' subordinates or the candidates' department.
4. The Classified Senate shall establish a committee to review and evaluate applications based on merit and forward recommendation for Gold Circle Emeritus status to the Classified Senate for final confirmation.
5. In recommending Gold Circle Emeritus Status the Review Committee and Classified Senate shall consider such matters as:
  - A. Service Excellence
  - B. Length of Service
  - C. Participation on campus committees
  - D. Organizations (local and state) with which the candidate has been affiliated.
  - E. Contributions to students/Butte College
  - F. Support statement and endorsements
6. During deliberation, the Classified Senate and/or Gold Circle Emeritus Status Review Committee may recommend Gold Circle Emeritus Status to as many candidates as are deemed eligible via a majority vote of the senators. This may include all, one or more, or none of the candidates.

7. A list of candidates receiving majority vote of the Senators and/or Gold Circle Emeritus Status Review Committee for Gold Circle Emeritus Status shall be submitted to the Superintendent, as secretary, to the board of Trustees for its review.
8. Selection will be made only from the list presented to the board. Any veto of a proposed candidate will be discussed in a Senate meeting and conference prior to taking action.
9. Upon conferring Gold Circle Emeritus Status on the candidate(s) by the Board of Trustees, Gold Circle Club members shall be eligible for all the rights and privileges afforded under this policy.

### RIGHTS AND PRIVILEGES

#### Recognition:

1. A certificate of Gold Circle Emeritus Status will be awarded at the time of retirement.
2. An identification card indicating status as a Gold Circle Emeritus member will be given.
3. Recognition will be made at the annual Spring Awards Luncheon and Classified Day at the time of retirement.
4. Listing may be made with other classified employees in all appropriate campus directories upon request by Gold Circle Emeritus members.
5. Courtesy campus parking may be awarded via application and availability as determined by the Vice-President of Administration.
6. A plaque to recognize Gold Circle Emeritus members will be kept in the staff lounge.

#### College Life:

1. Library privileges will be conferred. A library card will be issued allowing full use of the library, including interlibrary loans, and any special facilities in the library.
2. Access to the Fitness Center and on and off campus computer labs, as long as they do not conflict with students/other current staff.
3. A lifetime pass to athletic, dramatic, film, lecture, musical and other events sponsored by the college.
4. Audit courses without cost, subject to the availability of space, the consent of the instructor, and college policy.
5. Service fees for any course taken at the college will be waived.
6. May participate in college public ceremonies.

7. Use of recreational and social facilities of the college with at least the same level of access and ticket arrangement as available to classified employees.
8. Eligible to receive appropriate campus news publications as determined by the Vice-President of Education.
9. Email privileges within guidelines and Butte College policies and procedures.