

DEPARTING EMPLOYEE RECEPTION POLICY

NORTHWEST STAFF ONLY

Updated 2023

In order to honor departing employees and yet be fiscally responsible, Northwest Missouri State University has adopted the following policy regarding receptions/meals for administrative/professional staff and support staff. The departing employee has the option for a reception with an open invitation to all University employees, or a departmental meal in their honor.

Option 1: University Reception

Upon approval of the departing employee's department head, offices/departments/units may spend up to, but not over, \$500 of departmental funds for the purpose of an on-campus only reception with an open invitation to all University employees. Any amount above \$500 will then become the responsibility of the departing employee or department colleagues.

The \$500 must adhere to University Expense Procedure and can be used to cover the following items:

- food
- non-alcoholic beverages
- invitations
- printing
- postage
- any other expenditure associated with hosting the reception

Please note the \$500 cannot be used for a gift for the departing employee.

On the rare occasion when more than one department participates in a reception for an individual, the total cost should not exceed \$500.

Option 2: Department Reception

Upon the approval of the departing employee's department head, offices/departments/units may spend up to, but not over, \$250 of department funds for the purpose of a meal honoring the departing employee. Any amount above \$250 will then become the responsibility of the departing employee or his/her colleagues. The guest list for such a meal shall be limited to the immediate office/department/unit for which the departing employee is employed.

The \$250 can be used to cover the following items:

- meals on or off campus
- non-alcoholic beverages

Please note the \$250 cannot be used for a gift for the departing employee or travel expenses.

Departmental funds may be used for receptions/lunch/dinner for anyone leaving the University after at least 5 years of service. Should a department choose to hold a reception for an individual leaving Northwest after serving less than 5 years, the individual or his/her colleagues must pay for all costs associated with the function.

The above policy pertains to staff only. Faculty retirement receptions fall under the direction of the Provost's Office.