

**Service Pins**

The superintendent/president will arrange for employees to be recognized for years of service in five-year intervals.

Years of service is calculated using the original date of hire into a regular position (time worked in a temporary assignment is not included). A year is completed when 365 calendar days have passed since the date of hire (regardless of the number of months worked or percentage of assignment). The pin is awarded in the fiscal year when a five-year increment will be completed by the end of that fiscal year (June 30).

**Administrator Emeritus**

Emeritus status may be granted to retiring administrators who retire and who meet the following qualifications:

- A. Minimum of ten years of full-time and meritorious service to the college district.
- B. Sustained commitment to the college district and its welfare as evidenced by at least ten (10) years of college service outside the individual's primary responsibility, including committee work and/or other services verifiable by district records.

Recipients of emeritus status and honorary emeritus status will be given a designation appropriate to the service rendered (e.g. dean emeritus).

Academic administrators who retired prior to June 1987 after rendering fifteen (15) or more years of full-time service to the district will be granted honorary emeritus status upon request to the superintendent/president. Emeritus and honorary emeritus personnel will be recognized in the year the honor is bestowed in ways deemed appropriate by the Board of Trustees, the administration, and/or the Academic Senate (for individuals who served at the time when administrators were also members of the Academic Senate).

Emeritus personnel may be granted appropriate privileges paralleling those granted to full-time faculty and classified staff.

The superintendent/president will develop any additional procedures or processes for implementing this procedure. The MiraCosta College Academic Administrators' Association shall recommend administrators eligible for emeritus status to the superintendent/president. The superintendent/president shall make final recommendations and grant exceptions for emeritus status to the Board of Trustees.

Also see BP 7280 Employee Recognition.