

## Texas A&M AgriLife Research Procedures

### 31.07.01.A0.01 | Retirement Certificates

*Approved: September 6, 1999*

*Reviewed: July 22, 2014*

*Next Scheduled Review: July 22, 2019*



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#### **PROCEDURE STATEMENT**

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To be eligible to receive a Texas A&M AgriLife Research (AgriLife Research) retirement certificate, an employee must: either be 55 or more years of age with five or more years of creditable service under the Teacher Retirement System of Texas or the Optional Retirement Program, or at any age have 30 or more years of creditable service and have been employed by AgriLife Research for five or more years; or be approved for disability retirement with five or more years of service at any age. Certificates are available reflecting AgriLife Research service; joint service between the College of Agriculture and Life Sciences and AgriLife Research; and Texas A&M University service.

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#### **REASON FOR PROCEDURE**

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This procedure outlines guidelines in awarding retirement certificates.

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 PREPARATION OF RETIREMENT CERTIFICATES

To ensure timely preparation of retirement certificates, unit heads should provide the following information in writing to Texas A&M AgriLife (AgriLife) Human Resources at least 60 days prior to the retirement date:

- A. full name of employee;
- B. date of retirement; and
- C. total number of years of AgriLife Research service.

In cases where the employee has contacted AgriLife Human Resources for retirement counseling, a request for the preceding information will be sent to the unit head. If the employee does not contact AgriLife Human Resources, the unit head must initiate a request for a certificate including the required information.

##### 2.0 RETIREMENT RECOGNITION

Units are encouraged to plan an appropriate observance for employees when they retire. The form of this observance can best be determined within the unit, taking into account such factors as length of service, contributions to unit and AgriLife Research activities, and professional recognitions. Notices relative to retirement observance may be circulated to other units and organizations if desired.

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#### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Policy 31.07, Retirement](#)

[System Regulation 31.07.01, Retirement and Employment After Retirement](#)

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**CONTACT OFFICE**

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For questions, contact AgriLife Human Resources at 979-845-2423.