

Texas A&M Veterinary Medical Diagnostic Laboratory Procedures

31.07.01.V0.01 | Retirement Certificates

Approved: June 15, 2009

Reviewed: July 22, 2014

Next Scheduled Review: July 22, 2019



PROCEDURE STATEMENT

To be eligible to receive a Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) retirement certificate, an employee must: be 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 TVMDL 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 TVMDL service and joint service between Texas A&M AgriLife Extension Service and TVMDL.

REASON FOR PROCEDURE

This procedure outlines guidelines in awarding retirement certificates.

PROCEDURES AND RESPONSIBILITIES

1.0 PREPARATION OF RETIREMENT CERTIFICATES

To ensure timely preparation of retirement certificates, section heads should provide the following information in writing to 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 TVMDL 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 section head. If the employee does not contact AgriLife Human Resources, the section head must initiate a request for a certificate including the required information.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 31.07, Retirement](#)

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

CONTACT OFFICE

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