

# Texas A&M AgriLife Research Procedures

## 31.07.01.A0.01 | Retirement Certificates

Revised: February 12, 2020

Next Scheduled Review: February 12, 2025



[Click Here to View Revision History](#)

---

### PROCEDURE SUMMARY

---

To be eligible to receive a Texas A&M AgriLife Research (AgriLife Research) retirement certificate, an employee must meet the criteria to become an A&M System retiree. Retirement criteria is based on Texas Insurance Code Chapter 1601, Section 1601.102. For an informal description of current retirement criteria, refer to *A Look Ahead: A Guide to Retiring from the A&M System*. Certificates are available reflecting AgriLife Research service or joint service between the College of Agriculture and Life Sciences, AgriLife Research, and Texas A&M University .

This procedure provides guidelines for awarding retirement certificates.

---

### PROCEDURES AND RESPONSIBILITIES

---

#### 1.0 PREPARATION OF RETIREMENT CERTIFICATES

The employee contacts Texas A&M AgriLife Human Resources for retirement counseling. After the employee provides a firm retirement date and confirms their unit has been notified, AgriLife Human Resources begins the process for preparation of a retirement certificate. To ensure timely delivery, this process requires a minimum of six weeks.

- A. AgriLife Human Resources reviews the employee record to determine the appropriate years of service to include on the certificate.
- B. AgriLife Human Resources receives the completed certificate.
- C. AgriLife Human Resources coordinates with the unit regarding delivery of the certificate.

#### 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 consideration 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.

Units should notify AgriLife Human Resources of the date for any recognition ceremony (if applicable).

---

### RELATED STATUTES, POLICIES, OR REQUIREMENTS

---

[Texas Insurance Code, Chapter 1601](#)

[A Look Ahead: A Guide to Retiring from the A&M System](#)

[System Policy 31.07, Retirement](#)

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

---

**CONTACT OFFICE**

---

Questions concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.

---

**REVISION HISTORY**

---

Approved: September 6, 1999

Reviewed: July 22, 2014

Revised: February 12, 2020

Next Scheduled Review: February 12, 2025