
**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7912 CLASSIFIED STAFF EMERITUS STATUS

Emeritus status is an honorary title awarded for distinguished service to the college community. The Board of Trustees shall grant classified staff emeritus status to all qualified full-time classified staff upon retirement who:

- Complete employment with the District in good standing, and
- Are employed as full-time classified staff members with the District for at least ten years of consecutive service,
- Are recommended by the procedures that accompany this policy

Classified staff members who retire after employment in the District with fewer than ten years may be considered for emeritus status in cases of exemplary service to the District; however, conferral to emeritus status in such a case is regarded as an exception. Emeritus status may be awarded posthumously.

The granting of classified staff emeritus status shall include, but not necessarily be limited to the following privileges, benefits, and courtesies available upon request:

1. An official document certifying emeritus status of the respective classified staff member endorsed by the President of the Board of Trustees and Superintendent/President.
2. An identification card which indicates status as an Emeritus classified staff member at Allan Hancock College.
3. A complimentary district staff parking permit.
4. A library card, allowing full use of library and Learning Resource Center services at any of the district facilities.
5. Complimentary or reduced-price admission to athletic, dramatic, including PCPA, film, lecture, musical, graduation ceremonies or other events at Allan Hancock College as provided to other Allan Hancock College staff members.

6. Use of an Allan Hancock College email address as provided to other classified staff members.

Adopted: 5/19/26

This is a new board policy.

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7912 CLASSIFIED STAFF EMERITUS STATUS

The procedures for determining and granting classified staff emeritus status are as follows:

1. The Executive Board representatives for classified staff will confer and then meet with the chapter to present the names of eligible classified staff to determine recommendations for emeritus status.
2. Once approved, the recommendations will be forwarded by the Superintendent/President for inclusion on the next Board of Trustees agenda.
3. The Board of Trustees will review the recommendations and will normally accept the recommendations for approval. If the Board does not approve a classified staff member from the list, the Board or its sole designee, the Superintendent/President, must submit a written explanation of their rationale within a reasonable time limit.
4. Emeritus status and/or the privileges, benefits and courtesies associated therewith may be revoked by the Board upon the recommendation of the Superintendent/President, in consultation with the classified staff representatives.

Adopted: 4/21/26

This is a new administrative procedure.