

## **Rights and Privileges of Retired Staff**

This is a summary of those rights and privileges, which also extend to spouse or domestic partner, including after the death of the retiree.

### **1. Staff Identification**

Access to most cultural and recreational facilities in the University, as well as to some buildings, requires a Stetson identification card (ID). Retired staff are entitled to a retiree ID that will provide such access. A retiree may exchange their active employee ID for a retiree ID in the Hatter1 Card Office.

### **2. Libraries**

The library use privileges enjoyed by active staff members are continued for retired staff members.

### **3. Parking**

Retired staff should remove all previous Stetson stickers, received as an active employee, from their vehicle. When visiting campus, retirees should first stop at Public Safety to request a guest parking pass. From there they will be directed to a parking lot nearest to their destination.

### **4. Educational Benefits**

Staff tuition scholarship benefits are continued if the retiree was eligible for such benefits at the time of retirement. Tuition benefits for dependent children are continued unchanged on retirement, and indeed even after the death of the retiree. Retirees wishing to observe or visit a classroom, lab, or lecture must gain permission from the instructor of that course to eliminate disruption of testing and ensure there is appropriate seating available.

### **5. Retiree Email Account**

When an employee retires, HR must notify IT of the date of retirement, and a new Retiree account is created. Retirees should contact IT services to review the process for transitioning their active employee account to their new retiree account.

Stetson will retain the old employee account for continuity of business and risk mitigation.

Retirees will be issued a Microsoft 365 A1 license, which allows for web-only access to Word, Excel, PowerPoint, Outlook, and OneDrive. However, retirees will no longer have access to other single sign-on applications (e.g., Qualtrics, etc.) and must contact IT for a smooth transition so information is not permanently lost.

IT reviews these accounts annually and purges accounts that show no activity during the last 12 months.

6. **Cultural and Recreational**

Retired staff members who have acquired a retiree ID card are permitted to use this card to attend recreational and cultural activities. Fees and discounts are assessed/applied at the same rate as standing staff.

7. **Meal Plan**

The University offers all Stetson retirees the meal plan benefit for eating in the Commons. A retiree can purchase 10 meals (at a greatly reduced rate) and get the 11th meal free.

This requires a Stetson ID card with a magnetic strip. If a retiree does not have a card or has an old card without the magnetic strip, a new one can be obtained from the Hatter1 Card Office. If a retiree has not turned in their active staff card for a retiree card, they should go to the Hatter1 Card Office to be issued the proper card (retiree must be approved by HR). If a retiree has a mag-strip retiree card and knows their 800 number, they can sign up for the plan at the dining hall registers.

8. **Wellness and Fitness Opportunities**

All Stetson retirees can utilize all aspects of the Hollis Center: weight room, cardio room, group exercise classes, and the pool. An ID is required to enter the building.

All fitness coaches offer equipment orientation. Fitness coaches are student employees who are trained on how to utilize and educate about all machines in the weight room. They will be happy to show interested retirees around, go over different exercises, and help get retirees started!

They will demonstrate how to use weight machines, free weights, cardio equipment and other fitness tools. No appointment necessary.

Stetson Wellness and Recreation offers classes that are geared towards faculty and staff. BodyWorX is geared towards older adults with minimal group exercise experience. Also, Stetson Wellness and Recreation offers connections to different personal trainers who utilize Stetson's facilities.

For more information, check out Wellness and Recreation's website, <https://www.stetson.edu/administration/wellness-and-recreation/index.php>, call their office at 386-822-7237, or send them an email at [wellnessandrec@stetson.edu](mailto:wellnessandrec@stetson.edu).

With these rights and privileges come the responsibility of adhering to the policies and upholding the values of Stetson University. The University has the right to revoke any/all privileges listed above should the University determine that the retiree has engaged in activity that runs counter to institutional values or violated university policies.

Approved by the Associate Vice President for Human Resources, 3/2026