

Retirement Gifts

Information

Employees who retire with 15 or more years of Texas A&M University-Corpus Christi eligible service will be entitled to receive retirement gifts. Each Senior Executive Officer is responsible for the purchase of the authorized retiree gifts. An account has been set up for retirements that include University service equal to or greater than 15 years. Each Vice President has been provided his/her division account number.

IRS regulations require that gifts exceeding \$400 be processed as taxable compensation. Therefore, unit heads must ensure that the total of all University purchased gifts, whether funded by the department or centrally, do not exceed a total value of \$400.

Human Resources will notify respective Vice President of any upcoming retirements so that the gifts can be ordered.

For those units reporting to the President, the President's Office should be notified for the purchase of the gifts. Human Resources will confirm eligible years of service with respective Vice President **prior** to ordering any gifts. Years of service is based on years at A&M University-Corpus Christi, not other System or state service. The respective Vice President or the President will order the gifts and where applicable, complete the paver request form.

New retirees will be recognized at the annual retiree luncheon. Retirees who are eligible for a paver will be presented with a paver certificate at the annual retiree luncheon. All retirees will be presented with a retiree pin. Other retirement gifts should be given to the retiree at the time of his/her retirement by the employing department.

All retirement gifts (with the exception of the pavers) will be available for purchase at our University bookstore. While it is the bookstore's intention to keep items in stock, please let them know as soon as you become aware of an employee retirement to ensure that gift(s) will be available at time of reception.

The paver request form can be found on the Student Foundation web page or at the following web link [Retiree Paver Order Form](#). Please note that the delivery time for the paver is 10-12 weeks. Pavers will be placed in the Science and Engineering Plaza, which is located between University Center and the Engineering Building.