



*Fostering an organizational culture of ongoing recognition and respect as an equal partner within the MRU community.*

### **MRSA Retiree Gift Procedure**

- 1) Upon receiving notification of retirement from Human Resources, the Mount Royal Staff Association (MRSA) Administrative Assistant will ascertain the retiree's length of service at Mount Royal and level of involvement with MRSA operations in consultation with the MRSA Executive to determine the total value of the gift.
  
- 2) The President of the MRSA will send a letter and congratulatory card to the retiree thanking them for their contribution to Mount Royal. In this letter, the retiree will be given the option of selecting a cheque from the MRSA office or donating their gift to the MRSA or MRU scholarship of their choice.