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| Executive Responsibility: | President | Next Review: | March, 2015 |
| Administrative Responsibility: | | Policy: | 43.31 |

STATEMENT:

There are three key initiatives designed to maintain a positive relationship between Vancouver Island University and its retirees. For the purpose of this procedure a retired employee is defined as an individual who has formally received official retirement status from the institution. To access any one or all of these services, the following procedures apply:

Access to Information Technology Resources

Access to Vancouver Island University information technology resources under this procedure is subject to the terms and conditions of Policy 45.01 – Use of Information Technology and Procedure 45.01.001 – Access to Information Technology-Associate Privileges.

Access to Library Services

Employees retiring from Vancouver Island University may retain their University Library privileges, exclusive of inter-library loan, following their retirement. Retirees electing this service need to activate their cards at the Loans Desk. Retired employees may renew this access privilege annually for life.

Access to Gymnasium Services for Retired Employees

Employees retiring from Vancouver Island University may, upon request, retain their University Gymnasium User Pass and associated services. Retired employees may renew this privilege annually for life.

Access to Vancouver Island University Gymnasium services under this policy is subject to the terms and conditions of the [Gymnasium User Agreement](#)

Related Policies and Procedures:

[Policy 43.31](#) – Retired Employee Privileges
[Policy 45.01](#) – Use of Information Technology
[Gymnasium User Information](#)

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