

Office of HUMAN RESOURCES

This is a friendly reminder of services that the university makes available to retired Elon employees.

Continuation of E-mail Usage

Retired employees can retain their Elon e-mail address and will be kept on the “facstaff” mailing list to receive information. If you are a retiree who does not have an Elon e-mail address and wish to obtain one, just contact the Office of Human Resources at (336) 278-5560 and arrangements will be made for you to receive one.

Phoenix ID Card Use

The university’s ID card is the key to receiving many of the services provided to retirees. The card can be used in the Belk Library, in the university’s fitness center, to obtain tickets for both cultural and athletic events at Elon, to reserve the Lodge property, and to secure employee discounts at select local businesses. If you do not currently have a Phoenix ID card, please contact the Office of Human Resources at (336) 278-5560 and arrangements will be made for you to receive one. It will be necessary for you to come to the campus and have your photo taken in order to receive your card.

Continuation of Parking Permit Usage

All retired employees are entitled to a parking permit to park on the campus when they visit. New “Elon University” parking permits were issued in June 2001 for all current employees. If you plan to visit campus and wish to have a new parking permit, you may do so by visiting the Office of Campus Safety and Police located immediately behind Skid’s Restaurant.

Use of Library Belk

Retired employees may continue to check out materials and use services of the Belk Library as long as they have a Phoenix ID card.

Fitness Center Usage

The Fitness Center can be used as long as a retired employee has a valid Phoenix ID card. For details on how to obtain a card if you do not have one, please see “Phoenix ID Card” above. Contact Elon Campus Recreation at (336) 278-7529 for details on current programs offered.

Tuition Remission Program

Retired employees may enroll in one (1) course per semester. If you are interested in taking a course, just contact the Office of Admissions to receive an application for special admission at (336) 278-3566. The admission process for retirees requires only that the retiree complete a one-page form to enroll.

Employee Discount Program

Retired employees are offered the same discounts with some local vendors as current employees. Contact the Office of Human Resources at (336) 278-5560 to receive a current list of participating businesses.

Free Admission to Cultural Events

Retired employees with Phoenix ID cards can continue to secure tickets at no charge for university-sponsored programs. Contact the ticket office (336) 278-5610 for calendar and ticket information.

Free Admission to Athletic Events

Admission to athletic events can be obtained through the use of the Phoenix ID card. Contact the athletic ticket office at (336) 278-6750 for schedule and ticket information.

Free Flu Vaccine

Flu vaccine is provided free of charge to retired faculty and staff each year at the same time it is provided to the campus community. Notification of specific time and location will be mailed to retirees. Because the supply of flu vaccine is sometimes limited, the vaccine will be administered on a first come, first served basis.

Reservation Privileges for the Lodge Property

The lodge property, located on Highway 100 in Elon, can be scheduled through Leadership and New Student Orientation at (336) 278-5323.

Invitations to Campus Events

Retired employees receive invitations to a number of campus events. They include such programs such as the annual Daniels-Danieley luncheon at which the faculty member of the year is recognized, Staff Appreciation Day when staff members of the year are recognized, and the university's annual Christmas party.

Meetings with TIAA-CREF Representatives

Individual meetings can be scheduled with representatives from TIAA-CREF to discuss matters regarding retirement contributions. If you are interested in meeting with a TIAA-CREF representative, please contact Stephanie Page in the Office of Human Resources at (336) 278-5560 to schedule an appointment.

Retiree Listing on Elon's Web Site

Retirees can now choose to be listed in a special section of the Elon University web site. If you are interested in being listed, you must complete and return the enclosed form to the Office of Human Resources, 2070 Campus Box, Elon, NC 27244 in order for your listing to appear on the web site.

Elon Faculty/Staff Phone Directory Availability

A copy of the current Faculty/Staff Phone Directory can be sent upon request by contacting the Office of Human Resources at (336) 278-5560.

Letters of Recommendation

Elon stationery can be provided to retirees who have been asked to write letters of recommendation for students. Just call the Office of Human Resources at (336) 278-5560 to receive stationery and envelopes.

Supplemental Health Insurance Plan

The university is offering a supplemental health insurance program that is available for retirees and their spouses. If the retired Elon employee elects to participate in the program, the university will contribute \$100 towards the cost of the monthly premium for the retired employee.

The plan being offered is underwritten by Monumental Life Insurance Company. Packets describing the plan are available in the Office of Human Resources. Information on the plan design and instructions concerning how to enroll will be included. If you have any questions about the plan, please contact Monumental Life Insurance Company directly through their toll free number which can be found in the packet.

Please feel free to contact the Office of Human Resources at (336) 278-5560 if you have any questions about the services identified in this memorandum.