

# FACILITIES MANAGEMENT

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FM Team,

Recently the Division of University Operations created a policy on career milestones, recognition, and retirements for the division. The Department of Facilities Management falls under the Division of University Operations, so we wanted to share a quick update on it.

## **Milestones**

University Advancement oversees all milestone recognition for CSU. Beginning at 5 years, staff receive a signed letter from the Vice President of University Operations. The following milestone years (10, 15, 20, 25, 30, 35, 40, 45, and 50) will be recognized with a gift.

Employees who reach one of the above milestones (after 5 years) will receive an email from University Advancement. It directs them to go get their gift from the CSU Bookstore located in the Lory Student Center.

## **Recognition**

FM-specific recognition and events, including the SPARK program, will continue to be organized and tracked through the FM Engagement and Recognition Committee. Reach out to the committee with any questions: [fac\\_employee\\_appreciation@mail.colostate.edu](mailto:fac_employee_appreciation@mail.colostate.edu).

## **Retirements**

FM retirements now follow a formal process. Once a retiree announces their intent to retire to FM Human Resources, the FM HR office will work with the retiree's supervisor and Karin Rees to coordinate their retirement party, including a gift from the Vice President of University Operations.

See the attached policy for more details.

Tom Satterly  
& Karin Rees

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