



Retiree Statement of Privileges

Last Updated – July, 2007

Loyola University Chicago recognizes the loyalty and the continuing contributions of its retired faculty and staff members. Working in collaboration with Faculty Administration, Human Resources, the Provost's Office and the Office of the Vice President for Health Sciences, Loyola continually seeks to maintain a list of privileges that are available to retired faculty and staff members. The following privileges are granted to any retired faculty or staff member that is at least sixty years of age and has completed ten or more years of continuous full-time service with Loyola University Chicago, immediately prior to their retirement date.

Privileges

- Eligible retirees may keep their Loyola University Chicago Photo ID.
- Prices and discounts will be extended to eligible retirees at the campus bookstores, recreation centers, Loyola athletics and cultural events, with Loyola ID.
- Library privileges and access will be extended to eligible retirees, with Loyola ID.
- Annual Invitations will be extended to University events such as Christmas Party, Picnic and Service Day.
- Copies of faculty and staff communications, such as Inside Loyola, will be mailed to your home.
- Tuition benefits will be extended to eligible retired faculty, staff, and their dependent children. (Please consult the tuition benefit policy for more information at: http://www.luc.edu/hr/policy_tuition.shtml)
- Loyola universal computing resources such as access to computing labs and Web access to GroupWise email will be extended to eligible retirees UPON REQUEST. **(Please complete the attached Retiree Computing & Confidentiality Agreement.)**

**Reminder: Access to the computing privileges will be reset after 60 days of inactivity and deleted after 90 days of inactivity.*



Retiree Computing & Confidentiality Agreement

As a retiree of Loyola University Chicago, I am requesting continued use of the following computing or technology services:

- Loyola University Computing identification (UVID)
- GroupWise email account (I understand that access to departmental network drives and business applications will be reset at my retirement date.)

I acknowledge that, as a retiree of Loyola University Chicago, I may have the opportunity to access or gain knowledge of confidential information. Confidential information may be made known to, or learned by me during or outside my working hours at the University via various sources including, but not limited to, electronic media, interoffice communications, internal publications, and verbal interactions. I further acknowledge that making this information known or available to others who do not have a legal right thereto may violate the Family Educational Rights and Privacy Act of 1974 (FERPA), as well as the terms of my employment. Therefore, I agree that I will not reveal, make known, or provide access to confidential information except to those having legal or otherwise permissible right thereto. Furthermore, I agree not to access confidential information to which I have designated rights or access to for any reason other than the performance of my duties as a Loyola Employee.

In addition to my obligations regarding the appropriate access to and use of confidential information, I agree that I will not jeopardize the integrity of or the availability of the University's computing, telephony and other information systems or databases. I agree to abide by the University access and acceptable use of information technology policies, which can be found on the University web site at <http://www.luc.edu/its/policies.shtml>

FERPA information is available on the web. www.luc.edu/ferpa/

By signing this I acknowledge that I have read and understand the above agreement, and that I have received information on where to locate Loyola's Notification of Rights under FERPA. I understand that failure to comply with the terms or conditions of this agreement shall subject me to the termination of all computing privileges.

Signature

Date

Print Name

Please Return this form by US Mail to Human Resources – 820 N. Michigan Ave. – Suite 820 – Chicago, IL 60611 or inter-office mail Human Resources – Lewis Towers – Suite 820 - WTC

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