Purpose:

To facilitate purchase of faculty regalia provided by the Faculty Collective Bargaining Agreement.

Definitions:

Bachelor Package (Regalia): Regalia package containing a Bachelor gown, Bachelor hood, mortarboard cap, and black or degree colored tassel.

Bargaining Unit Member: Full-time employees employed by the College as instructional faculty, librarians, and counselors.

Doctor Package (Regalia): Regalia package containing a Faculty model gown with metallic gold braid, Doctoral Hood, 4 or 8 sided tam, and gold silk tassel.

Master Package (Regalia): Regalia package containing a Master Gown, Master Hood, mortarboard cap, and black or degree colored tassel.

Regalia: Traditional form of clothing for academic settings, commonly seen at graduation ceremonies. The ensembles are distinctive in some way to each institution, and generally consists of a gown (also known as a robe) with a separate hood, and usually a cap (generally either a mortarboard, a tam, or a bonnet).

Responsibility:

Accounts Payable: Processes payment to the Bookstore for regalia purchased.

Bargaining Unit Member (Member): Contacts the Bookstore Manager to order appropriate regalia.
**Bookstore Manager:** Verifies eligibility for regalia and processes order. Submits invoice to Human Resources for payment.

**Human Resources:** Provides a list at the start of each fall semester of those bargaining unit members who are on continuing contract and therefore eligible to receive regalia; maintains a listing of those who have already received regalia. Submits invoice to Accounts Payable for payment for regalia purchased at Bookstore.

**Manager of Auxiliary Services:** Obtains the list of eligible bargaining unit members from Human Resources and provides it to all Bookstore Managers at the start of each fall term.

**Procedure Details:**

1. At the start of each Fall Semester, Human Resources provides a list of those bargaining unit members on continuing contract to the Manager of Auxiliary Services. A notation is made on the list to indicate those bargaining unit members who have already received regalia.

2. Member contacts the Bookstore Manager to order appropriate regalia. The Bookstore Manager will verify eligibility prior to processing the order.

3. Upon verification of eligibility, the Bookstore Manager submits the order to appropriate vendor.

4. When the regalia arrives at the store, the Member is notified by the Bookstore Manager that the regalia is available for pick up.

5. Once the Member has picked up and signed for the regalia, an invoice is submitted to Human Resources for payment.

**References:**

Faculty Collective Bargaining Agreement:

[http://www.palmbeachstate.edu/hr/documents/collectivebargainingagreement.pdf](http://www.palmbeachstate.edu/hr/documents/collectivebargainingagreement.pdf)