

Guidelines on the management of Emeriti effective as of 1 August 2021

1. Emeriti

For Emeriti, the following specific guidelines apply.

1.1. Selection

Upon their retirement full Astronomers may exceptionally be proposed to the Director General to become Emeritus by the Director for Science. Selection is based on scientific standing and seniority, where an Emeritus Astronomer will usually have been prominent in the science environment, e.g. as Director or Faculty Chair.

Other senior, non-scientific, staff members (e.g. engineers) may also be proposed for Emeritus status in equally exceptional cases. Their respective Director shall submit a written case based on an equally thorough written assessment of contribution to ESO, to the Director General for consideration and approval.

Emeritus status will be reviewed every two years. The Director General may grant an extension of the Emeritus status based on the continued contribution to ESO and written input of the respective Director, which shall be provided to the Director General at least three months before the expiration of the Emeritus status.

1.2. Principles

Emeritus astronomers and other Emeriti retiring from ESO shall be provided with the means to continue with their research / activities. Emeritus astronomers remain members of the ESO Faculty and are encouraged to actively participate in the scientific activities of the Organisation. Emeritus engineers shall be encouraged to participate in the technical activities of the Organisation as appropriate.

Emeriti are however not employed by ESO and will not be required to provide services beyond their personal contributions to the scientific/technical activities of the Organisation, e.g. through presentations. They shall not act as supervisors for other ESO staff, nor can they act as official supervisor for students. They may be invited to contribute with their experience and expertise to ESO's scientific or engineering portfolio, however they shall not have a formal decision-making role in the Organisation.

1.3. Logistics

Emeriti shall have access to:

- the library, including scholastic journals as subscribed by ESO;
- the seminars and workshops (note: may require registration);

- the right to publish scientific or technical papers with ESO affiliation;
- a desk in a shared office, if available;
- an access card in accordance with the Internal Memo dated 17 February 2015 [[Internal Memo “Access cards” dated 17 Feb. 2015](#)];
- an ESO computer account;
- a loan laptop or an individual laptop, depending on the requirements

ESO shall not provide IT equipment, mobile phones and other equipment.

1.4. Communication

Emeritus Astronomers shall interact for scientific matters with the Director for Science. Other Emeriti shall interact with their respective former Directors, e.g. Emeritus Physicists/Engineers interact for engineering matters with the Director of Engineering, who is also responsible for acting as supervisor for all administrative matters that arise.

2. Administrative matters

Emeriti shall be included in the ERP system with the label “emeritus”, implemented as a no-cost position in the position plan. Emeritus status are subject to renewal every two years, and accordingly all above access rights. HR notifies the Emeriti of the extension (or non-extension) of their status in a formal letter, further to the written input of the respective Director and decision of the Director General.

3. Additional provisions

Emeriti are expected to perform their activities to a continued high level of professionalism and refrain from any act or activity which is detrimental to the operation and reputation of ESO. They must observe applicable ESO Safety Regulations and follow the ESO Code of Conduct.

Users of an ADS account or IT equipment connected to the ESO network must agree to comply to the relevant ESO IT policies as defined in Administrative Circular No. 7 (Policy on the Acceptable Use of ESO’s Information Technology Facilities and Services).

ESO insurance does not cover Emeriti for accidents on ESO premises. Emeriti accessing ESO premises shall be required to acknowledge that individual insurance is required for claims in these circumstances (e.g. Cigna or other).

With respect to third-party material or personal damages produced by Emeriti to third parties in the course of any activities for ESO, and where ESO is held responsible, ESO has in place a third party liability insurance policy that includes coverage also for non-active staff members, i.e. Emeriti voluntary work leading to a damage.

Similarly, the ESO property insurance also covers material damages to ESO owned assets, including damages originated by Emeriti, in the course of such unremunerated activities for ESO.